CLIVE CITY COUNCIL

AGENDA, REGULAR MEETING
1900 NW 114th Street
June 25, 2026 6:00 PM

This meeting will be conducted in person in the City Council Chambers and virtually via Zoom platform. To participate virtually use the following link: https://us06web.zoom.us/j/86842165540 - Meeting ID: 868 4216 5540 - One tap mobile: +13092053325,,86842165540# US

Call to Order/Roll Call/Pledge of Allegiance

Approval of the Agenda

Citizen Presentation
Clive supports the pillars of Character Counts!, endeavoring at all times to promote and model the principles of trustworthiness, respect, responsibility, fairness, caring and citizenship. In conducting our work, we expect that all participants will act in a respectful manner consistent with these principles.

Consent Items

1. City Manager Memo
2. City Manager Report - May 2026
3. Assistant City Manager Tech Services Report - May 2026
4. Administrative Service Monthly Report - May 2026
5. Community Development Monthly Report - May 2026
6. Fire Department Report - May 2026
7. Leisure Services Report - May 2026
8. Police Department Report - May 2026
9. Public Works Report - May 2026
10. Treasurer's Report - May 2026
11. Approve 06/11/2026 City Council Minutes
12. Bill List
13. Approve Retail Alcohol Sales License Renewal Application - The Other Place - 12401 University Avenue
14. Approve Retail Alcohol Sales License Renewal Application - Clive Festival
15. Approve Retail Alcohol Sales License Renewal Application - Cool Basil - 1250 NW 86th Street
16. Approve Retail Alcohol Sales License Amendment Application - Aura Restaurant - 12851 University Avenue, Suite 400
17. Resolution Authorizing EMS Account Adjustments and Write-Offs
18. Resolution Authorizing Write-Off of Uncollectible Library Accounts

19. Resolution Authorizing and Directing the City Clerk to Write-Off as Uncollectible Certain Parking Citations
20. Resolution Accepting Work - 2026 Curb and Gutter Repair
21. Resolution Accepting Work - 2025 Residential PCC Pavement Rehabilitation Project
22. Resolution Approving Change Order #3 - Sternquist Construction - Harbach Blvd Phase 2 Reconstruction - $5,571.50
23. Resolution Approving Amendment #4 - Stantec Consulting Services, Inc. - Little Walnut Creek Restoration and Trail Construction - $118,466.00
24. Approve Pay Request #2 - Sternquist Construction - Harbach Blvd Phase 2 Reconstruction - $114,479.30
25. Approve Pay Request #2 - Grimes Asphalt & Pavig Corp. - City Hall Parking Lot Improvement - $80,934.91
26. Approve Pay Request #9 - DCI Group - City Hall Remodel Phase 2 Project - $23,641.44
27. Approve purchase of Envirosite Rovver X camera system and retrofit into current Ford Transit van #739 - McQueen - $148,294.63 - Public Works
28. Resolution Approving Agreement - Eagle Sign Company - Greenbelt Landing Monument Sign - $42,557.33
29. Resolution Accepting First Amendment to Storm Sewer and Overland Flowage Easement - 15102 Wildwood Dr.
30. Resolution Approving First Amendment to Overland Flowage and Private Storm Sewer Easement - 3945 Westgate Parkway
31. Resolution Accepting First Amendment to Overland Flowage and Private Storm Sewer Easement- 18274 Hidden Knoll
32. Resolution Accepting First Amendment to Overland Flowage and Private Storm Sewer Easement - 18190 Alderleaf Dr.
33. Resolution Setting Public Hearing (07/23/2026 - 6:00 p.m.) to Consider Plans, Specifications, and Taking Bids for the 2026 Clive Soil Quality Restoration Cost-Share Program
34. Resolution Approving Employee Handbook - Effective 07/01/2026
35. Resolution Approving Job Description For Various Positions
36. Resolution Amending Staff Pay Rates for FY 2026-2027
37. Resolution Approving the Public Works Grade Pay
38. Approve Pay Rate - Natasha Snoberger - Administrative Specialist - Police - $36.54/Hr - Effective 7/5/2026
39. Approve Pay Rate - Augustus Mease - Full-Time Firefighter/Paramedic - $24.81/Hr - Effectuve 06/29/2026

Action Items

1. 2nd Consideration of Proposed Ordinance 1178 Amending Title 6, Chapter 7, Personal Transportation and Mobility Devices.

2. Animal Control Services
    a. Resolution Approving a 28E Agreement with the Polk County Sheriff's Office for Animal Control Transportation Services.
    b. Resolution Approving a Furry Friends Refuge Agreement for Animal Control Sheltering Services.
3. Police Department Administrative Staff Reorganization and Crisis Intervention Team (CIT).
    a. Resolution Approving Iowa Primary Care Association Amendment
    b. Resolution Approving Mental Health Co-responder (MHC) Job Description
4. Approve Renewal - Property and Liability Insurance - ICAP - $530,411.00
5. Resolution Approving Amendments to the Central Iowa Water Works 28E Agreement

Discussion

1. Encroachment Policy Discussion
2. Greenbelt Landing Ribbon Cutting and Clive Festival Update

Correspondence

Reports

Adjournment

Memo

TO: Mayor and Council members
FROM: Matt McQuillen, City Manager
DATE: June 25, 2026
RE: City Manager Memo

SYNOPSIS:
Attached please find the City Manager's Memo for the June 25, 2026 meeting of the Clive City Council.

Attachments:
1. General Info Memo 6-25-26

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: June 22, 2026

Re: General Information Memo – June 25, 2026 City Council Meeting

The June 25, 2026, City Council meeting will be in-person in the Council Chambers at Clive City Hall & virtually at: https://us06web.zoom.us/j/86842165540

Consent Agenda – There are a few items to note on the consent agenda. First, staff sought quotes for the replacement of the entrance signage on NW 114th Street for the new Greenbelt Landing area. Staff is recommending working with Eagle Sign to install the new signage that will reflect both Greenbelt Landing and the Aquatics Center, as well as the separate addressing for the Aquatics Center and the new Creekside Pavilion. Next, staff is ready to set the public hearing on July 23 to receive bids for the 2026 Soil Quality Restoration (SQR) Cost-Share Program. Like previous years it will involve the City bidding a citywide contract for the work with property owners funding half the cost for the SQR on their properties.

Third, over the past few months the Human Resources Team has been working on updates to the City's Employee Handbook. Several updates and changes were identified. These updates were reviewed by legal counsel and the City Council Personnel Committee at the Committee's June 17 meeting and they would recommend approval. Also, following the performance evaluation process the staff pay rates starting the next fiscal year on July 1, 2026 are ready for approval. Finally, due to recent vacancies (one due to retirement) staff would recommend approval of the wage rates for Natasha Snoberger to be promoted to the Police Department's Administrative Specialist position and to hire Augustus Mease to fill a vacant full-time Firefighter/Paramedic position.

Personal Transportation and Mobility Devices Ordinance (E-Bikes/E-Scooters) – At the June 11 meeting the Clive City Council approved first reading of Ordinance 1178 amending the City Code for Personal Transportation and Mobility Devices. During the June 11 meeting, Police Chief Mark Rehberg walked through several updates made to the ordinance to provide more detailed definitions and some reformatting of the ordinance language. As the Council is aware, before and during the June 11 meeting Alex Rice from the Street Collective shared concerns with the E-moto definition and the 20-mph speed limit included in the ordinance. Following discussion of these concerns and recognizing the flexibility the ordinance provides regarding the speed limit; the first reading was approved and additional information from Alex was requested regarding the e-moto/high speed electric motorcycle definition concern. Alex has shared this information with the City Council and Chief Rehberg, however as proposed in the second reading, staff still feel the way these devices are defined in the ordinance are still appropriate and is recommending the Council proceed to 2nd reading with the same language as approved in the first reading. Additional details are included in the packet and Chief Rehberg will be available during the meeting to outline his perspective on maintaining the language as was approved in the first reading.

Animal Control Services – Over the past few months, Chief Rehberg has been working on renewals for our animal control and sheltering services agreements. Currently the City contracts with the Polk County Sheriff's Department for animal control assistance and with Furry Friends for the sheltering of animals. The two-pronged approach with Polk County and Furry Friends has been beneficial to the Clive community, and at a much lower cost than previous approaches through the WestPet collaboration. Therefore, staff would like to extend the relationships with both entities for these services for another five years, both including reasonable cost escalations to represent a higher cost to provide the service of roughly 5% per year. More details are included in the packet for your review. Staff would recommend approval of a new five-year interlocal agreement with Polk County for animal control services and a new five-year services contract with Furry Friends for animal sheltering services.

Crisis Intervention Team – As the Council is aware, over the past year Chief Rehberg has been working with Iowa Primary Care Association (IPCA) to provide more sustainable funding for the Police Department's Crisis Intervention Team (CIT). Here recently IPCA presented the City with an amendment to our current five-year agreement to provide more funding for CIT in Clive by an additional $30,000/year versus the funding reductions that were previously envisioned in the agreement. This funding agreement supports the Police Officer component of the two-person CIT.

In addition, due to timing of an upcoming retirement in the administrative staff at the Police Department, Chief Rehberg is proposing to reduce the PD's administrative team by one full-time position, increasing the hours for part-time staff to cover more administrative hours and re-allocating the balance of the resources to bringing the second component of the CIT, the Mental Health Co-Responder (MHC), in-house to allow for full oversight and control over the CIT.

The increase in the funding from IPCA and the reallocation of the City's internal resources provides a sustainable funding path to support CIT for now and into the future. Included in the packet is a detailed memo and presentation from Chief Rehberg outlining all the details of the proposal. Staff look forward to presenting this to the City Council and asking for approval to move forward with the amendment to the IPCA agreement and for posting the MHC position to bring the City of Clive's CIT team fully in-house.

Property and Liability Insurance Renewal – After receiving a renewal quote and notice from the City's current insurance provider, Iowa Communities Assurance Pool (ICAP), staff would like to review the policy renewal with the Council. The premium increase is 5.7% as compared to the current fiscal year and this increase is within the budgeted amount staff projected in the recently adopted budget for Fiscal Year 2026-27. Representatives from ICAP will be present at the meeting to answer any questions and staff would recommend approval of the Property and Liability Insurance Renewal with ICAP in the amount of $530,411.

Central Iowa Water Works 28E Amendments – Over the past few months the Executive Board and staff of Central Iowa Water Works (CIWW) have been drafting amendments to the governance and financing/bonding provisions of the 28E/F agreement that created Central Iowa Water Works. Included in the agenda packet is a summary of the proposed changes. As discussed previously, both staff and CIWW Executive Board member Mayor John Edwards feel these are minor updates to help provide more efficient governance for CIWW and to manage upcoming bond/financing projects, and would recommend approval.

Discussion – At the end of the June 25 meeting, Leisure Services Director Richard Brown would like to update and discuss with the Council progress he has made on the draft Encroachment Policy. Following multiple iterations staff is seeking final review and feedback on this draft prior to bringing forward any formal Council action for adoption. Following the encroachment policy discussion, Richard will also update the Council on the upcoming Greenbelt Landing Ribbon Cutting/Clive Festival activities and schedule.

Tentative Upcoming Agenda Items

July 9

- Action – 3rd reading of Personal Transportation Devices Ordinance Amendment (E-bikes/scooters)
- Discussion – Housing Improvement Strategy

July 23

- Presentation – Jeff May Retirement Recognition
- Presentation – Greater Dallas County Development Alliance Annual Update
- Public Hearing – 2026 Soil Quality Restoration (SQR) Project
- Closed Session - Discuss the purchase or sale of real estate

Memo

TO: Mayor and Council members
FROM: Matt McQuillen, City Manager
DATE: June 25, 2026
RE: City Manager Report - May 2026

SYNOPSIS:
Attached please find the monthly report for the City Manager's Office for May 2026.

Attachments:
1. CM Report 6-25-26

MEMO

To: Mayor Edwards and Clive City Council

From: City Manager Matt McQuillen

Date: 6/22/26

Re: City Manager's Report – May 2026

City Manager Expenditure Authorization Report (Up to $25,000 Per Item)

Consultant/Entity	Amount	Date	Services To Be Provided
NAI Electrical	$1,423.70	5/27/26	City Hall Phase 2 CO #7 – Exterior Signage power connections and relocated data jack in work room.
Elite Glass	$365.00	5/27/26	City Hall Phase 2 CO #3 – North Vestibule adjustments.
Absolute Concrete	$18,000	5/27/26	GB Landing CO #? – Addition of site signage foundation installations.
Keystone Construction	($10,968.59)	6/4/26	City Hall Phase 2 CO #4 – Deduct change order to account for contract allowances not needed/used.

Clive Plan 2024-2029-2039

Not Started is Shown in Red In Progress is Shown in Blue Completed is Shown in Green

Policy Agenda Items – Top Priority

Financial "Dip" Plan – In February staff collaborated with the PFM team to finalize the 10-year financial model for the City including PFM modeling a series of short-term initiatives for both revenues and expenditures to be tested against the financial model for potential adjustments in the upcoming budget cycle. The 10-year financial model was presented during the March 12 Council meeting and will be used in future financial planning discussions. With Service 1 now complete, staff have transitioned our focus to the Service 2 effort for comparison city identification. In May staff provided feedback for the PFM team on their initial selection criteria and held a sync call with the PFM team also in May to have them select a pilot community to test the selection criteria before moving forward with additional comparison communities.

Fire-EMS Collaboration with Multi-Communities Study – The project is a collaborative study amongst multiple westside cities to evaluate and understand the opportunities for further Fire-EMS service delivery collaborations. A scope of services and contract was approved in December for the Center for Public Safety Management (CPSM) to be the consultant for the study effort. Clive is serving as the fiscal agent for the study with the study costs being distributed based on population. Also in December, a Memorandum of Understanding (MOU) was approved by Clive, Waukee, Windsor Heights and Urbandale to memorialize the relationship between the cities for the study. In March, CPSM developed initial draft reports on the data collection phase for each Fire/EMS agency. In April, the CPSM team conducted formal site visits during the week of April 20 for all of the Fire/EMS agencies and communities. The site visits were very successful and indicated a sense of openness from all agencies involved on further collaborations. The cities are anticipating receiving an initial set of recommendations/analysis from the CPSM team by late June.

Clive's Regional Role: Discussion and Framework for the Future – For the coming year the City Council will be asked to weigh in regarding several regional entity questions that impact Clive. The entities include Central Iowa Water Works (CIWW) regarding the after-action review from the irrigation ban earlier this summer and potential changes in anticipation of future water shortage events, Des Moines Area Regional Transit (DART) and the changes proposed in the Reimagine DART plan impacting bus routes in Clive and Clive's funding of DART, Clive's role in the regional homelessness efforts through the Homeless Blueprint and the newly formed Housing Solutions Alliance (HAS) and Clive's perspective on Polk County Emergency Management Agency's (PCEMA) proposal to initiate a small property tax rate to provide ongoing support for the operations of PCEMA. In November the Council reviewed the status of the DART and PCEMA items. In December the City Manager and Councilmember Judkins met with Doug Romig from the Housing Solutions Alliance (HSA) to better understand the potential role for cities in regional homelessness programs. HSA has decided to hold off on any city-specific funding requests until later in the year. This completes the effort for the item for this cycle.

Organization Effectiveness, Health and Capacity – This item has three components including an organizational health evaluation led by the Executive Team, development of a Middle Management Cohort Training program and a City Council discussion in March 2026 on the role of strategic planning now and going forward in the organization, including research on alternative initiatives such as Traction/EOS. In February, research and training design planning kicked off for the Middle Management Cohort and based on initial discussions could involve a supervisor onboarding/training component and a more intensive cohort training initiative for a small group of high potential staff members. More discussions will be occurring in the coming months with the Executive Team and Council Personnel Committee on this initiative. In addition, the City Manager touched base with each Councilmember on strategic planning in March and has direction on how we will proceed in the coming year.

Policy Agenda Items – Moderate Priority

Comprehensive Financial Policy and Strategy – The annual Capital Improvements Plan and Operating Budget development process has begun at the staff level. In November departments submitted their proposed line-item budgets in accordance with the strategic plan priorities. In early January the Council formally adopted the 2026-2030 CIP. In February the City Manager presented the proposed FY 2026-27 Operating Budget in two budget workshops with the first one focused on the Road Use Tax and Utility Funds and the second reviewing the proposed operating budget for the General and Trust & Agency Funds.

In March the required Property Tax Hearing was held on March 26 with minimal comments from the community and the City Council adopted the FY 26-27 Operating Budget at your April 9 meeting following the budget public hearing. This item is now considered complete.

Management Agenda Items – High Priority

City Hall Remodel Phase 2 – In May the exterior signage installation was completed and the parking lot rehab work continued with completion set for late June. In mid-May, the Community Development staff moved back to City Hall from the Harbach Center and the Administrative Services team will move back in late May. Staff will now transition our focus to roof replacements for the facility now that the HVAC/roof top units have been reconfigured with the remodeling project.

Clive-WDM Schools Collaboration – Indian Hills Greenspace – During recent meetings of the City-School Collaborations Committee, both Clive and WDM School officials have identified a partnership opportunity for the future visioning and reinvestment in the school-owned greenspace north of Indian Hills Junior High. Following the result of the approved WDM School's Bond Referendum in November 2025, the City will be engaging with the School on identifying a neighborhood engagement process for a master planning effort for the Indian Hills Greenspace Area. The City's funding support for such a master planning effort was included within the proposed 2026-2030 CIP. A small staff team from the School District and City drafted a scope of services/Request for Proposals (RFP) document and this was presented to the Collaborations Committee in late April. The final draft RFP was presented to both the City Council and School Board for approval in early May and approved for release. Staff have been receiving responses for the RFP over the past month and hope to have a recommendation later this summer.

Management Agenda Items – Moderate Priority

City Legal Services Evaluation – During the strategic planning workshops the City Council affirmed our relationship with Nyemaster as the City's legal counsel and with this affirmation the City will continue the incorporation of a new Assistant City Attorney into the legal team, Lisa Wieland. Over the next number of months, the City Council will see a greater presence of Lisa during City Council meetings and the staff is already working with her on several projects. City Attorney Kristina Stanger and the City Manager will continue to review and discuss future transition decisions and find time for building a relationship between the City Council and Lisa over the next year.

Management In Progress Items

Citywide Process Improvements: Departmental Reports –Annually each department is asked to present a process improvement project/initiative staff has taken on to the City Council. All departments completed their 2025 presentations, and the Council will see new presentations in 2026.

State Agenda Advocacy and Lobbying: Property Tax and TIF Reform –The City Manager's Office was engaged in state legislative advocacy, especially in the areas of property tax and Tax Increment Financing (TIF) reform this past legislative session. The City Manager participated, supported and provided guidance/advice to Iowa League of Cities Governmental Affairs team as they engaged with legislators in both chambers as the legislative session ended with further property tax reform being approved. Staff have now transitioned to evaluating the final piece of legislation that was signed by the Governor (SF 2472) on May 18 to determine the near and long-term impacts to Clive.

Memo

TO: Mayor and Council members
FROM: Pete De Kock, Assistant City Manager
DATE: June 25, 2026
RE: Assistant City Manager Tech Services Report - May 2026

SYNOPSIS:
Assistant City Manager Tech Services Report - May 2026

Attachments:
1. May 2026 ACM and Tech Services Report

Assistant City Manager and Tech Services Monthly Report

Target	Milestones	Orig	Rev	Lead	Status	Notes
Major Streets and Crosswalks More Walkable: Goals, Best Practices, Report with Options, Direction, and Funding	86th: 86th and Alice Avenue and 86th and Franklin; research best practices for intersection	Dec-25		ACM	In Progress	
	86th: Complete plan and present to Council	Jan-1		ACM	In Progress	
	86th: Prepare budget request	Dec-25		ACM	Done	
	86th: SS4A grant announcement	Feb-26		ACM	Done	University planning funded 86th St. is not funded
	86th: Design improvements (in-house or contract?)	Apr-26		ACM	Postponed	
	86th: DECISION: BUDGET FY 26/27 Adoption	Jul-26		ACM	Postponed	
	86th: Start intersection improvements 7/26UNI: Re-engage WDM; ensure focus on walkability and connectivity during mall redev.	Aug-25		ACM	Ongoing	
	UNI: SS4A grant announcement	Jan-26		ACM	Done	
	UNI: If SS4A is successful, prepare budget request as needed	Jan-26		ACM	Done	
	UNI: If SS4A grant is successful, execute firm selection and start planning process	May-26		ACM	In Progress	MPO will manage the consultant contract for Clive and WDM
	UNI: determine interim measures to take on targeted intersections in the corridor	Jun-26		ACM	Not Started	
	GAPS: Evaluate MUTCD changes which may require that all intersections have painted crosswalks	Dec-25		ACM	Done	Appears that MUTCD requires that crosswalks be painted. Research ongoing
	GAPS: Develop budget request if needed	Jan-26		ACM	Done	
	GAPS: Conduct online community survey on sidewalk and trail connectivity gaps and other issues	Feb-26	Aug-26	ACM	Not Started	
	GAPS: DECISION: BUDGET FY 26/27 Adoption	Apr-26		ACM	Done	

Assistant City Manager and Tech Services Monthly Report

	GAPS: PW intersection safety and connectivity projects 11/26	Nov-26		ACM	Not Started
Water Resources Master Plan Implementation	DECISION: Walnut Creek WMA Five-Year Goals Adoption 9/25	Sep-25		ACM	Done
	Ongoing engagement with HBA and other stakeholders on updated stormwater manual; Ongoing	Ongoing		ACM	Ongoing
	State of Clive Water Presentation 12/25	Nov-25		ACM	Done
	In CIP process, identify/prioritize list of regional stormwater opportunities 11/25	Nov-25		ACM	Done
	Annual PW stormwater project 11/25	Nov-25		ACM	Done
	LAWN: Support CIWW grant applications aimed at decreasing water waste and improving irrigation 11/25	Nov-25		ACM	Done
	LAWN: with CIWW or alone, research/recommend best practices 12/25	Dec-25	Apr-26	ACM	Done
	LAWN: PRESENTATION: Preliminary strategies for discussion/feedback State of Water 12/25	Dec-25	Mar-26	ACM	Done
	Collaborate with willing communities to plan and implement smart irrigation practices 3/26	Mar-26	Apr-26	ACM	Ongoing
	MS4 Permit Renewal TBD	TBD		ACM	Ongoing
	Annual Tree Sale 5/26	May-26		ACM	Done
	Annual SQR Cost-Share Program 10/26	Nov-26		ACM	In Progress
	SwAP Grant Program Ongoing	Ongoing		ACM	Ongoing
University Avenue Corridor Redevelopment: Outcomes/Vision, Problem Areas, Options, Direction, and Actions	Re-engage WDM economic development staff on interest in aspects of the corridor plan 11/25	Nov-25		ACM	Done
	Engages corridor property owners and businesses to	Apr-26	Jul-26	ACM	Not Started

	understand opportunities/needs 2/26					
	REPORT: Staff summary on corridor property owner engagement	May-26	Jul-26	ACM	Not Started	
	If SS4A grant is successful, select consulting partner and start creating corridor safety plan 6/26	Jun-26		ACM	In Progress	
	Participate in WDM-led community engagement on Valley West Mall redevelopment TBD	TBD		ACM	Not Started	
Economic Development through the Greater Dallas County Development Alliance	Finalize agreement document and KPIs 9/25	Spe-25		ACM	Done	
	DECISION: Alliance Agreement and begin attending regular meetings 10/25	Oct-25		ACM	Done	
	Alliance and Clive staff “onboarding” and knowledge sharing 12/25	Dec-25		ACM	Done	
	Alliance engagement and relationship building with targeted property owners 1/26	Jan-26		ACM	Ongoing	
	Business visits with Partnership and City staff participation 2/26	Feb-26		ACM	Ongoing	
	PRESENTATION: Prioritized Opportunities and Strategies Report and review of year one activities 6/26	Jul-26		ACM	Not Started	
AI Strategy/Capacity Building: Direction and Funding	Complete Intensive AI Training	Nov-25		ACM	Done	
	Survey staff on their current AI use/operations	Jan-26	Jul-26	ACM	In Progress	
	Identify/Create Clive AI Staff Team	Jan-26	Jul-26	ACM	In Progress	
	Complete Clive AI use guidelines	Jan-26	Feb-26	ACM	Done	
	Deploy Grammarly enterprise license to targeted staff; building “Clive Voice” Prioritize "rusty nail" projects	Apr-26		ACM	Ongoing	
	Prepare budget proposal	Feb-26		ACM	Done	

Assistant City Manager and Tech Services Monthly Report

	Research AI project management tools, including within tools we already have	Apr-26		ACM	In Progress
	Research Aviglion	Apr-26		ACM	Not Started
	DECISION: Budget FY 26-27 Adoption	Apr-26		ACM	Done
	Execute work on prioritized "rusty nail" projects	Ongoing		ACM	Ongoing
Clive Community Survey		Jul-26		ACM	In Progress
City-State Legislative Agenda 2025: Approval		Dec-25		ACM	Done
Annual Community Engagement Plan		Jan-26		ACM	Done
City-Federal Legislative Agenda 2025: Approval		May-26		ACM	Done
Clive's Various e-Newsletters Standardization and Monthly Newsletter		May-26		ACM	Done
Greenbelt Trail Education Campaign: Safety and Etiquette		Apr-26		ACM	Ongoing
Greenbelt Landing Individual Donor (Goal: $100,000)		Dec-26		ACM	Ongoing

Monthly Highlights

- Participated in Public Works Director candidate interviews and vetting throughout the month
- Polk County strategic planning discussion on 5/4
- Marzetti business visit on 5/6
- Meeting with board members of Shadow Creek Townhome Association on 5/7
- TACI annual meeting on 5/12
- Multiple CIWW meeting regarding water use plan implementation

Assistant City Manager and Tech Services Monthly Report

Technology Services Report – May 2026

Dennis Harken, TS/IT Manager, has prepared the following report detailing the activities of the Technology Services (TS) staff for **May 2026.**

2025-2026 Approved Strategic Goals Status

Project	Status	Notes	Due	Completed
MIP–Computer Replacements for Public Works & Admin Services	In Progress	Admin Services Completed Jan 2026. Only 2 PW staff remaining.	Nov 2025	**Apr 2026**
MIP-Lucity asset management implementation: Parks	Not Started		Sep 2026	
MIP-Enterprise GIS System Upgrade	In Progress	**Servers are ready for migration.**	Nov 2025	
MIP-Annual Security Penetration Testing	In Progress	**CISA contacted – no response. Working to get another vendor.**	Dec 2025	
MIP-Disaster Recovery/Business Continuity of Operations Framework Documentation	Not Started		Feb 2026	
MIP-Backup Data Center Testing	Not Started		Oct 2025	
MIP-Technology Subject Matter Experts Development	In Progress		Jan 2026	
MIP-Breach Reporting and Incident Response Updates	Not Started	Annual review and update of Incident Response Plan documentation	Mar 2026	
MIP-Increased Use of M365/SharePoint/Teams	In Progress		Jan 2026	
MIP-Parks EAMS (Lucity) – Facility Maintenance Launch	Not Started		Jul 2026	
MIP-iMap Server Decommission	Not Started		Jan 2026	
MIP-City Wi-Fi Access Improvements	Done	**COMPLETED**	Nov 2025	**Apr 2026**
MIP-Door Access Security for Public Works, Water Towers, and Special Events Facility	Done	**COMPLETED**	Apr 2026	**Apr 2026**

Metric #1 – Limit average outstanding Helpdesk tickets with medium or higher priority to 5 or less

- Average medium or higher outstanding tickets since the start of the fiscal year: **0.01%**

Metric #2 – Limit unplanned network interruptions to less than 0.5% of operations.

- Percentage of unplanned interruption since the start of the fiscal year: **0.01%**

Metric #3 – Limit professional fee costs to 5% of the department budget or less.

- Percentage of professional fee costs since the start of the fiscal year: **3.29%**

2025-2026 Miscellaneous Technology Services Project Status

Assistant City Manager and Tech Services Monthly Report

Project	Status	Notes	Due	Completed
Server Operating System Upgrades/ Maintenance	In Progress	Preemption, Sharefile, OOS, & Access Control svrs to Server 2022 as the opportunity arises.	Ongoing	
Additional cancellation of old copper analog POTS lines	In Progress	4 additional lines cancelled in Feb 2026	Ongoing	
Assist Public Works with Citizen Serve project	Done	**COMPLETED**	Oct 2025	Jan 2026
Security Cameras for Public Works facility	Done	Some cameras are configured and ready.	Nov 2025	Mar 2026
Relocation of City Hall staff to Harbach Center	Done	Prepared Harbach Center space and relocated Admin Services and CommDev staff.	Sep 2025	Sep 2025
Census Office Setup	Done	Laptops, phones, printing, etc for census worker space	Sep 2025	Sep 2025
EAMS (Lucity) server upgrades	Done	An upgrade to the Lucity system is needed to troubleshoot issues with new iPads	Jan 2026	**Apr 2026**
Relocation of rack equipment	Done	Relocation of some networking equipment is needed for City Hall Phase 2 data cabling	Feb 2026	Feb 2026
Implementation of secured copier printing	Done	PaperCut will be implemented to secure printing and eliminate local printers	Mar 2026	Mar 2026
Implementation of new managed print service	Done	Managed Print Service moving to new vendor	Apr 2026	Mar 2026
Relocating City Hall staff back to City Hall	Done	Admin Services and CommDev staff returning to City Hall	May 2026	**May 2026**
Implementation of tech for Phase 2 of City Hall	Done	Includes conference room AV, wifi, new copier, new shared printers, room schedulers, security camera TV, etc	May 2026	**May 2026**
Replacement of Library firewall	Done	Current firewall is end-of-service	Apr 2026	**Apr 2026**
Replacement of traffic network switch	Done	This is the first switch of a larger planned replacement of all traffic network switches	Mar 2026	Mar 2026
Test Greenbelt Landing Special Events network connections	Done	New fiber connection is currently in the works.	TBD	**Apr 2026**
Tech set up at Aquatics Center	Done	Set up for the new season	Apr 2026	**Apr 2026**
Census Office take down	Done	Laptops, phones, printing, etc for census worker space to be removed	Feb 2026	Feb 2026
Replacement of 12 traffic network switches	Not Started	Begin Phase 1 of the replacement of outdated traffic network switches	Sep 2026	

Conferences, Training, Meetings, & Other

- There were no events for May 2026.

Memo

TO: Mayor and Council members
FROM: Elizabeth Hansen, Director of Administrative Services
DATE: June 25, 2026
RE: Administrative Service Monthly Report - May 2026

SYNOPSIS:
Please see the attached report and supplemental materials.

Attachments:
1. 5-Monthly Report MAY 2026
2. May 26 Admin Report Materials

MEMO

To: Mayor Edwards and Council Members

From: Elizabeth Hansen, Director of Administrative Services

Date: June 16, 2026

Re: Monthly Report – May 2026

Administrator Services Department

General Administration/Finance:

Utility Billing: April was the last month reporting from Xpress Bill Pay (XBP) as we transition to Community Connect (Zift). The division is working with Caselle on how to properly report the new percentages of those who are paperless. The next report will be in July for the month of June.

A. 684 utility bill reminders were sent, and 17 customers were scheduled to be shut off this month.
B. 52 work orders were processed – 4 were for new construction so 48 were for other work.
C. 54 warning tags were delivered and 7 services were shut-offs for non-payment.

Permits/Licenses Purchased:

Permit/License	Quantity	Amount
Mobile Food Vendors	12	
Noise Permits	4	
Solicitor Permits	3	
Open Records Requests	6	
Pet Licenses	11	$1,107.00
Parking Tickets	5	$120.00
Yard Waste Stickers	31	$4,154.00
Miscellaneous Waste Stickers	217	$529.50

Income Offset Program (IOP) – We received $5,050.60 from the State of Iowa for IOP and from MCOA in May.

Human Resources:

During May, the NeoGov Insight/OHC system was used for advertising Seasonal Public Works, FT Administrative Specialist (internal), FT Public Works Operations Specialist, FT Fire Lieutenant, FT Fire Positions, and PT Fire positions (ongoing). Below are the hiring and promotions for calendar years 2017 to the present:

A. Hires -

	2026	2025	2024	2023	2022	2021	2020
Full Time	6	9	14	22	14	15	16
Part-Time	2	6	10	7	22	10	1
Seasonal	142	154	159	159	132	130	73
Promotional	2	9	9	15	7	8	7

B. Separations –

	As of July 1, 2025 – June 30, 2026
Fire	6 PT - Other employment, 1 PT – Retirement, 1 FT – Other employment
Police	1 FT
Public Works	5 FT - Other employment, 1 FT – Retirement, 1 Seasonal
Library	2 PT – Other employment
Parks	1 FT – Other employment, 2 Seasonal
Recreation	131 Aquatic, 5 Recreation Seasonal
Administration	1 FT – Retirement
Comm Development	1 Intern, 1 FT – Retirement, 1 FT – Other employment

C. Staff Events:
3 - HR Hours – Employee Communication – 5/1/26, 5/8/26, 5/15/26

Departmental Projects – Strategic Planning: Carry over items from FY25 to FY26
Not Started ***In Progress*** ***Completed***

City Clerk Division

2025 Partial Special Census – Final Results - The U.S. Census Bureau has completed the City's 2025 partial special census and issued official results. The special census area population was determined to be 7,022 with 2,933 housing units as of October 1, 2025, and these figures constitute official census statistics under federal law. Based on these results, staff have calculated Clive's updated total population at approximately 20,277, exceeding initial estimates and reflecting an increase of 1,676 residents captured through the special census effort.

The City Council has now formally accepted and certified the special census results by resolution, and the certified results have been transmitted to the appropriate state agencies for implementation purposes, including Road Use Tax calculations and related state administrative records. Because this was a partial special census, the Census Bureau will not update Clive's official total population on its primary published datasets or decennial census totals. Instead, the updated citywide population is derived by combining the special census results with the 2020 Census baseline. However, the special census figures remain official federal census statistics and may be used by state and federal agencies as authorized by law.

The Census Bureau will also provide a final accounting of project costs within approximately 120 days, at which time the City's advance payment will be reconciled.

2025 City/School Election – The 2025 City/School Election held on November 4, 2025, resulted in the re-election of Mayor Edwards, Councilmember Klein, and the election of Councilmember Gasparotto.

2025 State Senate Special Election – On December 30, 2025, voters in Iowa Senate District 16, which includes portions of West Des Moines, Clive, and Windsor Heights, elected Renee Hardman in a special election to fill the seat vacated by the October 2025 death of State Senator Claire Celsi.

Finance Division

New Utility Billing Rate Structure and Process Improvements: Title 8 Ordinance Adjustments and Regular Water Rate Restructuring – Staff is currently researching and developing proposals for utility ordinance adjustments (Fixed and Variable Rate for Water and enforcement capabilities). Recommendations will be made to City Council as part of the budgeting process. Following our joining the CIWW, staff will be updating Title 8 (Utilities) to ensure consistency between the city and CIWW requirements and regulations. Staff will present the Title 8 changes to the City Council in June.

Financial Audit FY 24-25 Completion – Virtual fieldwork for the annual financial audit for the year ending 6/30/25 began the week of September 2 with Eide Bailly. The audit has been completed and will be presented to City Council during the November 13th council meeting.

Annual Capital Improvement Plan 2026: Update – The 2026-2030 CIP is underway with the finance team already scheduling meetings with project managers and with City Manager McQuillen. Staff presented the 2026-2030 CIP to the City Council in November. The public hearing and the meeting for Council to consider approval is on January 8, 2026.

2025B/2026A Bond Sales: Completion (Including Bond Rating) – Staff is working with PFM and Dorsey & Whitney for the sale of bonds to fund the capital improvement projects for the 2025/26 construction season. The process for issuing the 2026A bond is underway with a bond rating call with S&P in late March. The bond sale will be in April, and the proceeds will be received in May.

Bill Payment Vendor Transition (ZIFT) – The purchase of the cash receipting module, community portal, and ZIFT software has been completed. Once staff are back at city hall in the spring of 2026, the transition from Xpress Bill Pay to ZIFT will start. A three-month transition is scheduled to move all utility customers over to the new system and additional training for other city staff. As part of the transition to Zift will be the development of online payment forms through the Community Portal. This work has already begun and is in the process of transition of utility billing customers.

Budget FY 26/27: Development – The finance team kicked off FY 26-27 Budget Development Process in September, and departmental budgets will be submitted in November. The second Budget Workshop is scheduled to occur in late February 2026.

Human Resources Division

Non-Union Compensation: Evaluation, Report and Direction, and Funding Implementation – We are in the process of completing group meetings with Employees in September. Austin Peters Group completed the market analysis and the employee survey results. Final reports were provided in early December. Employee Personnel Committee and Employees Benefit & Wellness Committee meetings took place in December. Hansen and McQuillen conducted a road show of four department meetings: sharing the results of the surveys, City Manager recommendations and next steps to the employees in February. A proposal to adjust the wages will be requested and presented to the City Council in February and other benefit reviews will be conducted.

Management and Employee Succession Planning Program: Update Report – Department Directors will have development discussions and Human Resources will educate employees of the succession planning process during the mid-year check ins in December 2025. A report will come before the Council ahead of next year's strategic planning process.

Recruitment and New Employee Orientation Process Improvements: Completion – A new employee orientation program has been formulated. With the help of our Communications Specialist, Department Directors created a welcoming and introductory video of each of our departments. The "classes" will be held on the first Thursday of the month each quarter (January, April, July, and October). This is a requirement of the employee during their probationary period.

Onboarding Seasonal Employees Process Improvements: Completion (with Leisure Services) – HR and Payroll staff held an after-action meeting in September and October to review issues with onboarding seasonal employees from the past couple of years. A proposed task and timeline will be updated and the group discussed tasks and responsibilities, proposed changes to wages and the seasonal employee handbook so that changes and improvements can be made before the hiring.

Safety Training Program: Development (with Incident Review Expansion) – In September, the committee met and did their first Incident Review. The process was updated and implemented.

Employee Handbook Annual Update – Staff is continually reviewing policies to keep current and in compliance. Notes are made throughout the year and presented as updates each spring, which then is brought to the Council in June. As is the traditional process, changes will be reviewed by the Council Personnel Committee, Executive Team, and Employee Benefits Committee before they are presented for City Council approval. A follow up training is also conducted to inform employees in July.

Public Works Leadership Transition –

A. ***Engineering Administrator –*** With the help of the Public Works Director, Human Resources completed the process of recruiting our next Engineering Administrator. The promotion was approved on November 13; therefore, HR began recruiting a Civil Engineer. The goal is to have a new Civil Engineer in April 2026.
B. ***Public Works Director –*** We have posted the Public Works Director position at multiple external locations, which includes a new attractive recruitment video ad position profile. Applications are due March 20, 2026. We would like a new Public Works Director overlapping a bit with Jeff in July 2026.

Cross-training UB/Deputy City Clerk/Comm Dev Front Desk – With the transition of Zift and getting acclimated in the new City Hall, the cross-training of duties will begin in July.

Council Year to Date Report

EXPENDITURES

FUND	FY 2024-25 ACTUAL	FY 2025-26 BUDGET	FY 2025-26 BUDGET -AMENDED	CURRENT YTD	CURRENT YTD UNEXPENDED	BUDGET % EXPENDED
GENERAL	**14,903,689**	**25,307,359**	**26,016,550**	**21,202,209**	**4,105,150**	**81.50%**
POLICE DEPARTMENT	2,843,771	4,551,522	4,713,793	4,436,957	276,836	94.13%
FIRE PROTECTION	1,455,512	2,540,931	2,649,931	1,727,725	922,206	65.20%
RESCUE DEPARTMENT	1,427,123	2,311,616	2,338,616	2,110,168	228,448	90.23%
DISASTER CONTROL DEPARTMENT	5,549	14,015	14,015	10,928	3,087	77.98%
ANIMAL CONTROL	17,415	20,000	20,000	17,415	2,585	87.08%
PUBLIC WORKS ADMINISTRATION	372,828	628,615	636,115	564,696	71,419	88.77%
STREET LIGHTING	120,243	224,000	224,000	200,556	23,444	89.53%
TRAFFIC SAFETY DEPARTMENT	109,148	259,263	259,263	163,836	95,427	63.19%
ENGINEERING	598,068	960,534	1,035,534	932,955	102,579	90.09%
SOLID WASTE COLLECT & DISPOSAL	811,212	1,227,000	1,227,000	1,179,611	47,389	96.14%
MOSQUITO CONTROL DEPARTMENT	5,299	14,330	14,330	10,795	3,535	75.33%
WELLNESS PROGRAM	6,894	16,000	16,000	11,134	4,866	69.59%
LIBRARY SERVICES	622,902	1,082,705	1,087,705	994,135	93,570	91.40%
MUSEUMS & CENTERS	424,040	625,000	625,000	529,609	95,391	84.74%
PARKS & PLAYGROUNDS	1,081,404	1,764,035	1,764,035	1,553,104	210,931	88.04%
RECREATION	573,840	887,309	892,309	785,530	106,780	88.03%
RECREATION	102,374	251,049	251,049	164,420	86,629	65.49%
PUBLIC ART PROGRAM	937	10,500	10,500	7,619	2,881	72.56%
SWIMMING POOLS	576,285	845,079	845,079	698,567	146,512	82.66%
BUILDING & HOUSING SAFETY	220,696	354,076	360,796	334,056	26,740	92.59%
PLANNING & ZONING	390,794	558,769	641,969	534,262	107,707	83.22%
CODE ENFORCEMENT	69,389	109,457	109,457	100,877	8,580	92.16%
LEGISLATIVE (COUNCIL & MAYOR)	34,674	90,996	90,996	61,198	29,798	67.25%
EXEC. & ADM. (MGR, ASST MGR)	382,656	598,323	657,823	622,005	35,818	94.56%
HUMAN RESOURCES	173,118	305,610	313,610	251,263	62,347	80.12%
FINANCIAL ADMINISTRATION	1,384,601	3,387,475	3,431,475	1,626,787	1,804,688	47.41%
ELECTIONS	6,519	8,000	8,000	6,519	1,481	81.48%
LEGAL SERVICES	89,864	70,000	135,000	130,132	4,869	96.39%
CITY HALL	249,662	487,760	487,760	367,110	120,650	75.26%
MISCELLANEOUS UNALLOCATED	58,538	51,250	91,250	59,527	31,723	65.23%
IT	688,334	1,052,140	1,064,140	1,008,713	55,427	94.79%
PERS SERV. (CIVIL SERVICE)	-	-	-	-	-	0.00%
ROADWAY MAINTENANCE	**1,271,937**	**3,081,808**	**3,171,808**	**2,802,616**	**369,192**	**88.36%**
LOCAL OPTIONS SALES TAX	**1,718,170**	**4,105,043**	**4,105,043**	**1,718,170**	**2,386,873**	**41.86%**
WATER	**5,561,211**	**6,547,552**	**7,272,552**	**6,781,796**	**490,756**	**93.25%**
SANITARY SEWERS	**3,098,512**	**4,091,702**	**4,204,202**	**3,977,031**	**227,171**	**94.60%**
STORM SEWERS	**362,453**	**1,857,598**	**1,872,098**	**1,746,817**	**125,281**	**93.31%**
INTERNAL SERVICE- Cap Equip	**1,323,003**	**2,619,382**	**2,619,382**	**1,407,591**	**1,211,791**	**53.74%**
TOTAL*	**28,238,975**	**47,610,444**	**49,261,635**	**39,636,229**	**9,625,406**	**80.46%**

REVENUES

FUND	FY 2024 ACTUAL	FY 2024-25 BUDGET	FY 2025-26 BUDGET -AMENDED	CURRENT YTD	CURRENT YTD UNCOLLECTED	BUDGET % COLLECTED
GENERAL	**13,213,688**	**24,059,646**	**24,059,646**	**22,930,519**	**1,129,127**	**95.31%**
NON-PROGRAM GENERAL REVENUE	10,834,607	20,205,302	20,205,302	19,008,674	1,196,628	94.08%
POLICE DEPARTMENT	30,645	73,000	73,000	41,970	31,030	57.49%
FIRE PROTECTION	5,538	9,500	9,500	25,601	(16,101)	269.49%
RESCUE DEPARTMENT	700,557	700,500	700,500	1,089,090	(388,590)	155.47%
ANIMAL CONTROL	7,787	18,000	18,000	17,173	827	95.41%
ROADWAY MAINTENANCE	11,000	31,000	31,000	17,772	13,228	57.33%
SOLID WASTE COLLECT & DISPOSAL	734,371	1,269,600	1,269,600	1,173,165	96,435	92.40%
LIBRARY SERVICES	33,187	40,984	40,984	35,990	4,994	87.81%
PARKS & PLAYGROUNDS	13,182	42,000	42,000	21,655	20,345	51.56%
RECREATION	293,292	460,650	460,650	533,458	(72,808)	115.81%
PUBLIC ART PROGRAM	-	-	-	-	-	0.00%
SWIMMING POOLS	297,169	734,610	734,610	606,689	127,921	82.59%
BUILDING & HOUSING SAFETY	85,375	94,500	94,500	103,621	(9,121)	109.65%
PLANNING & ZONING	166,979	380,000	380,000	255,661	124,339	67.28%
ROADWAY MAINTENANCE	**1,555,864**	**3,041,178**	**3,041,178**	**2,385,290**	**655,888**	**78.43%**
LOCAL OPTIONS SALES TAX	**2,601,866**	**4,480,000**	**4,480,000**	**3,936,533**	**543,467**	**87.87%**
WATER	**4,209,442**	**6,894,785**	**6,894,785**	**5,806,566**	**1,088,219**	**84.22%**
SANITARY SEWERS	**2,512,966**	**4,046,152**	**4,046,152**	**3,950,104**	**96,048**	**97.63%**
STORM SEWERS	**1,133,276**	**1,877,838**	**1,877,838**	**1,763,031**	**114,807**	**93.89%**
INTERNAL SERVICE- Cap Equip	**2,100,248**	**2,556,104**	**2,556,104**	**2,627,396**	**(71,292)**	**102.79%**
TOTAL*	**27,327,350.16**	**46,955,703.47**	**46,955,703.47**	**43,399,439.26**	**3,556,264.21**	**92.43%**

*The totals shown in the above charts reflect only a portion of the City's overall budget

Cash and Interest Breakdown

May-26	LSB Operating LSB (1254)	LSB Operating ICS LSB ICS (1254)	LSB Flex Funds LSB (8776)	LSB Flex Funds ICS LSB ICS (8776)	 Express Bill Pay	Lincoln CD 11-29-2024 3001048949	Lincoln CD 11/29/2024 3001049019
Beg Balance	$ 250,000.00	$ 80,670,319.61	$ 20,000.00	$ 67,157.80	$ 11,346.61	$ 500,000.00	$ 483,708.51
Revenues							
Interest	$ 704.79	$ 244,155.49	$ -	$ 201.24	$ -	$ -	$ -
Revenue	$ 17,469,622.52	$ 7,127,467.33	$ 9,717.42	$ 4,836.66	$272,795.78	$ -	$ -
Adjustments	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Rev Sub Totals	$ 17,470,327.31	$ 7,371,622.82	$ 9,717.42	$ 5,037.90	$ 272,795.78	$ -	$ -
Expenditures							
Expenses	$ 17,470,327.31	$ 8,855,373.05	$ 9,717.42	$ 2,986.19	$813.04	$ -	$ -
Adjustments	$ -	$ -	$ -	$ -			
Exp Sub Totals	$ 17,470,327.31	$ 8,855,373.05	$ 9,717.42	$ 2,986.19	$813.04	$ -	$ -
Statement End Balance	$ 250,000.00	$ 79,186,569.38	$ 20,000.00	$ 69,209.51	$ 283,329.35	$ 500,000.00	$ 483,708.51
Adjustments							
Outstanding Sweep	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Adj Totals	**$ 250,000.00**	**$ 79,186,569.38**	**$ 20,000.00**	**$ 69,209.51**	**$ 283,329.35**	**$ 500,000.00**	**$ 483,708.51**

Interest Worksheet Report

May 31, 2026

	LSB Operating	LSB Operating ICS	Other	LSB Flex	Total
Interest Received	$ 704.79	$ 244,155.49	$ -	$ 201.24	$ 245,061.52

Interest Spread	GL Acct / Fund #	GL Acct/ Fund Bal	% of Total Balance	Interest Deposited		
Flex Funding (EBS)	173		100.00%	$ 201.24		
				$ 244,860.28		
General Fund	001-4000-4-4300	13,152,510.79	21.82%	53,417.32	1501	001
Debt Service	200-4710-4-4300	-	0.00%	-	160	200
Water Fund (Utl)	600-4810-3-4300	8,959,552.65	14.86%	36,388.13	1581	600
Sewer Fund (Utl)	610-4815-3-4300	7,290,814.76	12.09%	29,610.75	1582	610
Storm Water Fund (Utl)	740-4865-3-4300	230,631.63	0.38%	936.68	1583	740
Capital Project Funding			0.00%	-		
TIF - start in Jan 2017	123-4520-4-4300	2,337,090.79	3.88%	9,491.81	1530	123
University Flood Prone	342-4750-3-4300	3,405,188.53	5.65%	13,829.76	1584	342
City Facility Improv	350-4750-3-4300	642,111.34	1.07%	2,607.86	1504	350
2025 FIRE ENGINE	354-4750-3-4300	881,373.03	1.46%	3,579.59	1537	354
Greenbelt Landing	374-4750-3-4300	-	0.00%	-	1533	374
Linnan Park	387-4750-3-4300	1,967,538.45	3.26%	7,990.92	1534	387
NN PHASE III TRL	389-4750-3-4300	8,283,269.43	13.74%	33,641.49	1535	389
Storm Water	427-4750-3-4300	724,557.16	1.20%	2,942.70	1524	427
Sewer Cap	433-4750-3-4300	359,158.64	0.60%	1,458.68	1511	433
Water Cap	435-4750-3-4300	541,132.51	0.90%	2,197.74	1525	435
Alice's Road Ph1 (1A)	441-4750-4-4300	6,715,505.79	11.14%	27,274.21	1585	441
Alice's Road Ph3	442-4750-4-4300	1,365,432.05	2.26%	5,545.54	1586	442
Alice's Rd Improv	464-4750-3-4300	3,434,086.20	5.70%	13,947.12	1514	464
Franchise	476-4750-3-4300	-	0.00%	-	1526	476
Totals		60,289,953.75	100.00%	244,860.28		

RECONCILIATION OF UTILITY BILLINGS, COLLECTIONS, AND DELINQUENCIES

FY25/26 **Month of: MAY 2026**

Aged trial balance- Report Date:	4/30/2026		$ 87,285.15
BILLINGS			
Billings for the month of:	APRIL	$ 923,514.62	
Billings for the month of:	MAY	$ 1,006,753.46	
Total billings for the months of April and May, 2026 (includes penalties and finals)			$ 1,930,268.08
TOTAL BILLINGS			$ 2,017,553.23
LESS COLLECTIONS			
Revenues collected for the month of: (Includes final bill payments, County Treasurer payments, etc.)	MAY	$899,571.43	
Council Write-Offs		$0.00	
City Accounts- write-off/adjustments		$0.00	
Deposit amounts applied		$1,849.66	
Payment adjustments		$0.00	
TOTAL COLLECTIONS			$ 901,421.09
SUB TOTAL			$ 1,116,132.14
Aging report balance for:	5/31/2026		$ 1,004,781.55
Aging report 05/31/2026 for accounts 30 days or more past due			$ 120,063.47

Memo

TO: Mayor and Council members
FROM: Doug Ollendike, Community Development Director
DATE: June 25, 2026
RE: Community Development Monthly Report - May 2026

SYNOPSIS:

Residential Development and Single-Family Construction

6 new single-family homes were permitted in May with a valuation of $4,286,993. A total of 48 permits were issued which included new construction, remodels, additions, fences, decks, sheds, etc. Additionally, 40 trade permits were issues.

Commercial Development, Construction and Remodels

Vision Electric, 2163 NW 111th Street, is waiting for final inspection.

McCoy Apartments, 11040 Hickman Road, interior work completed. The handicap parking has yet to be completed.

Greenbelt Landing, 1801 NW 114th Street, exterior work will be wrapping up in June. The Creekside Pavilion is completed.

Starbucks, 15935 Hickman Road, the building permit is closed due to no activity. Permits have been issued to a new contractor to work on getting the existing building closed in, some roofing work and to get the ground stabilized.

Genesis Health, 10930 Hickman Road, remodel work still in progress on the women's locker room. Replacement trees have been installed throughout the site. The owner has been approved to install an exterior penetrating stain product to the building brick work. This work has not started.

Mister Car Wash, 8727 University Ave, staff working with owner to satisfy the floodproofing certificate requirements.

City Hall, 1900 NW 114th Street, exterior parking lot and landscaping improvements are still underway.

Pure Wellness Remodel, 1250 NW 128th Street Ste 120, waiting for final inspection.

Dehner Distillery, 1480 NW 86th St, has informed staff they will not begin construction this year but are still intending to complete the project in a future year. Amendment to agreements and public hearings to grant easements will be brought forward when the applicant is nearer construction.

Lane's Fast Lube, 9289 Swanson BLVD, a new automotive repair tenant has been issued a certificate of occupancy. The fire alarm improvements have been completed and tested and the owner is finishing up on installing parking lot striping and handicap parking signage.

1370 NW 114th Street has been issued a building permit and trade permits for an interior remodel.

Parrish Funeral Services, 2024 NW 92nd Ct., has been issued building and trade permits for a tenant finish throughout the building. Framing and rough in work is in progress.

Slick City Action Park, 9900 University Ave., has been issued building permits and trade permits for a full interior remodel. Footing, framing and rough in inspections have been completed.

YY Wireless, 2075 NW 94th Str. has been issued building permits for an interior remodel for their facility. Building and Fire staff are working with the contractor to get fire items throughout the building updated.

UPS Store, 15920 Hickman Rd. Suite 400, has been issued a building permit for an interior remodel to their store.

Clive Wellness Campus Building 6, 1457 NW 128th Street, has submitted a site plan application for review. Staff is working with the applicant to amend the supplemental declaration of covenants to support the project and to address review comments.

Ivory Lotus Therapy, 16360 Sheridan Avenue, site plan has been approved conditional on addressing remaining staff comments. Building permit plan review will be starting soon.

Woodlands Creek Senior Living, 12685 Woodlands Parkway, has submitted an application for site plan amendment to construct a new 36-unit independent living building. Staff is working with the applicant to address review comments.

Zoning Compliance Certifications Issued
8421 University Blvd, Ste H2 - Cafe
1370 NW 114th St - Lyn James Management and Greater Works Consortium
1800 NW 86th St, Ste 17 - Fluff and Beyond
11925 University Ave - Pump and Pantry
9205 Swanson Blvd - Eden and Gray Design Building
2175 NW 86th St - Ortiz Gordo Tattoos LLC
2175 NW 86th St - JM Beauty LLC
2175 NW 86th St - Beebe Drain & Sewer Co, LLC

Code Enforcement
55 new violation cases were opened — 31 through proactive enforcement and 24 through complaints. Staff completed 59 follow-up inspections for a total of 114 inspections. Last month's voluntary compliance rate was 100%. 22 illegal signs were removed from City right-of-way.

NEW VIOLATIONS CASE BREAKDOWN		
CODE SECTION	GENERAL EXPLANATION OF CODE SECTION	CASES
5-6-2(1)(K)	JUNK	3
5-6-2(1)(I)	GRASS AND WEEDS	32
5-6-4	HOUSEHOLD GOODS AND MACHINERY	3
5-6-7	GENERAL NUISANCE PROHIBITED	1
5-7C-2	FEEDING DEER PROHIBITED	1

6-4-2	PARKING FOR CERTAIN PURPOSES ILLEGAL — OVER 24 HOURS ON STREET	1
7-1-11	USE OF PARKINGS	2
7-1-15	MAINTENANCE OF PARKING OR TERRACE	4
7-2-2	DUTY OF ABUTTING PROPERTY OWNERS — SIDEWALK TRIP HAZARD	1
10-10-11(B)	POOL WASTEWATER DISPOSAL	1
10-11-1	EROSION CONTROL	2
11-4-8(C)	FENCE AND WALL REQUIREMENTS	2
11-13-5(12)(A)	PARKING ON GRASS	1
11-15-5(B)	ZONING COMPLIANCE CERTIFICATE REQUIRED	1

Attachments:
None

Memo

TO: Mayor and Council members
FROM: Clay Garcia, Fire Chief
DATE: June 25, 2026
RE: Fire Department Report - May 2026

SYNOPSIS:
Fire Department Report — May 2026

Attachments:
1. 6 - May City Council Report

Clive Fire Department
8800 Hickman Road, Clive, IA
50325
(515) 223-1595

Memo

TO: Honorable Mayor, City Council, City Manager

FROM: Clayton Garcia, Fire Chief

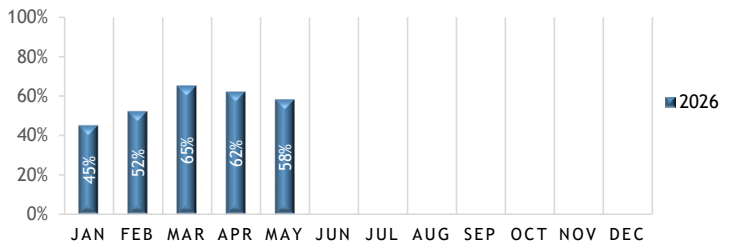
DATE: 6/6/2026

RE: May 2026 Monthly Report

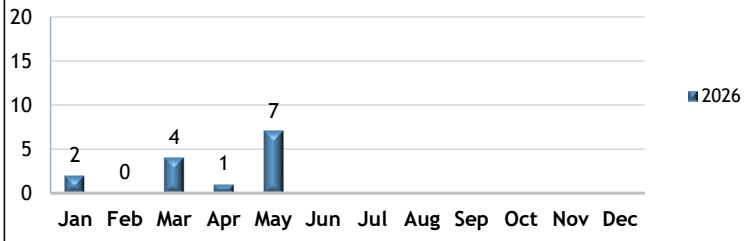
Top Priority	Milestones	Status
Fire-EMS Collaboration with Multi-Communities Study: Completion, Reporting and Direction (including Concept of Fire District)	Initiate Multi-Community Study	In Progress
	Complete Multi-Community Study	In Progress
	Analyze study with participating agencies	Not Started
	Present study finding to City Council	Not Started
	Discuss direction of Clive Fire Department per study	Not Started
	Identify number of staff members needed for assess	Not Started
High Priority	**Milestones**	**Status**
Fire Station 22 with City of West Des Moines: Report, Direction and Funding	Initiate Station 22 St. of Coverage	In Progress
	Evaluate St. 22 Response	In Progress
	Report St. 22 Findings	In Progress
	Discuss direction of Clive Fire Department per study	In Progress
Management Projects		**Status**
Fire Department SOP & SOG Merger/Revamp		In Progress

Clive Fire Department
Monthly Report
May 2026

100% Staffing of On-Duty Shifts



Mandatory Overtime Shifts

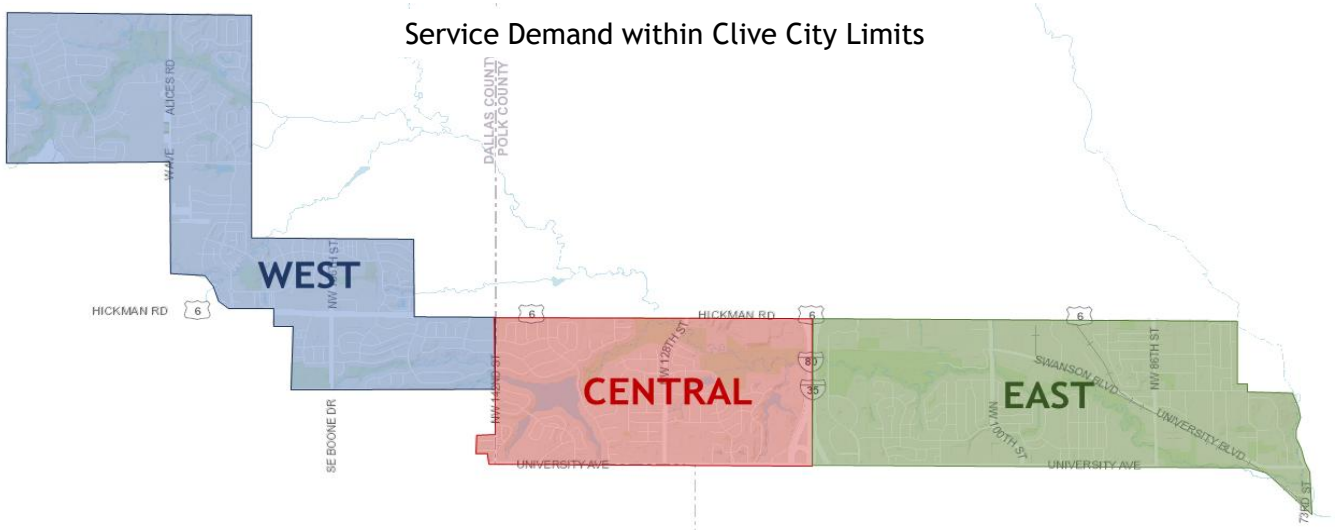


Citizen Satisfaction for Safety in Clive Above Customized and National Benchmarks

Source: 2022 Citizen Satisfaction Survey Results

	Percent Positive	Benchmark	Rank	Rank Percentile
Fire Services	97	Similar	39/317	92%
Emergency Medical Services	95	Similar	29/293	90%
Fire Prevention	92	Similar	21/282	92%
Emergency Preparedness	88	Higher	2/281	99%

Service Demand within Clive City Limits



WEST		
EMS	33	14.7%
Fire	18	8.0%
Total	51	22.8%

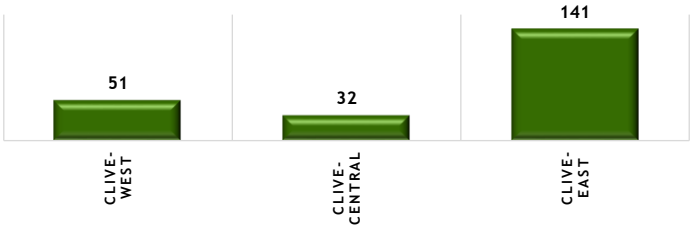
CENTRAL		
EMS	28	12.5%
Fire	4	1.8%
Total	32	14.3%

EAST		
EMS	99	44.2%
Fire	42	18.8%
Total	141	62.9%

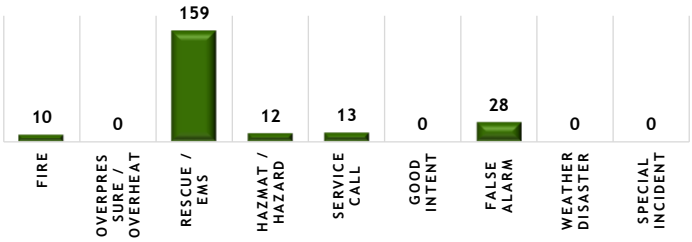
Clive Fire Department
Service Demand
May 2026

City of Clive

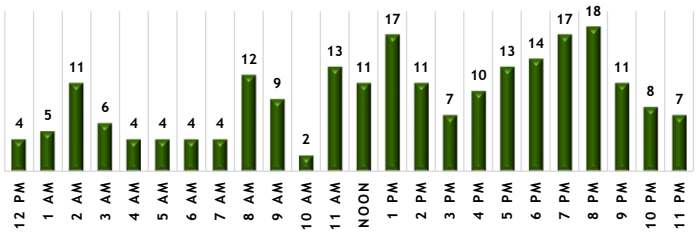
SERVICE DEMAND BY RESPONSE AREA



SERVICE DEMAND BY NFIRS CATEGORY



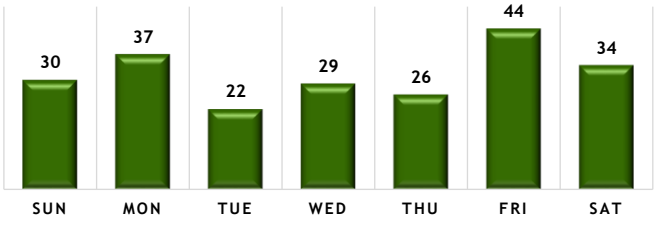
SERVICE DEMAND BY HOUR OF THE DAY



SERVICE DEMAND BY MONTH OF THE YEAR

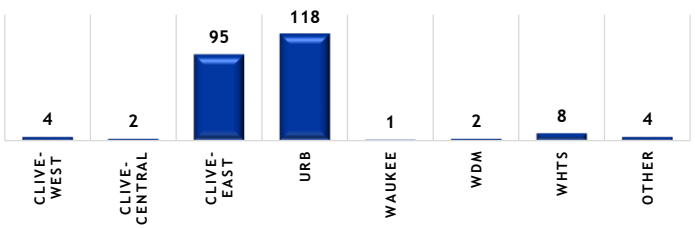


SERVICE DEMAND BY DAY OF THE WEEK

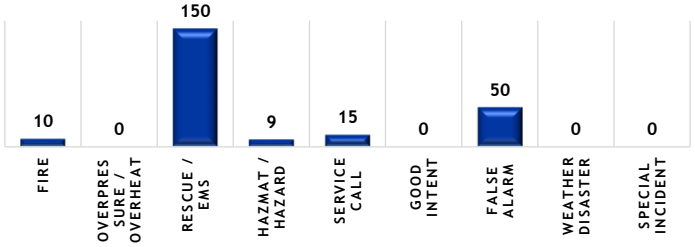


Station 32

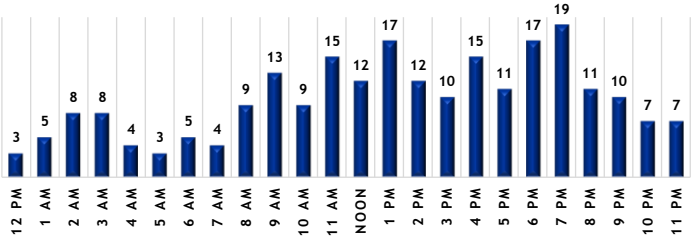
SERVICE DEMAND BY RESPONSE AREA



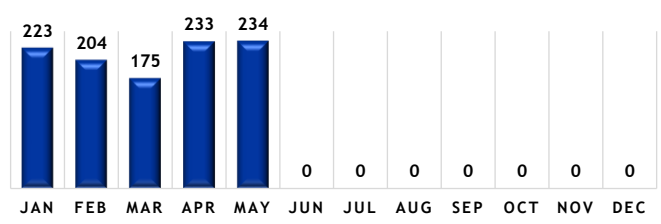
SERVICE DEMAND BY NFIRS CATEGORY



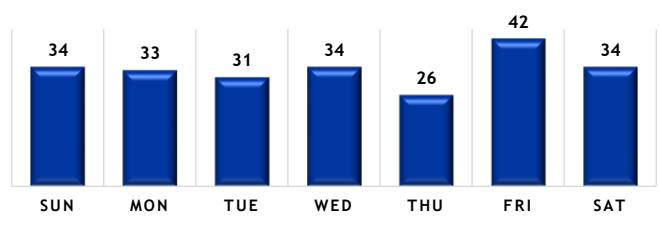
SERVICE DEMAND BY HOUR OF THE DAY



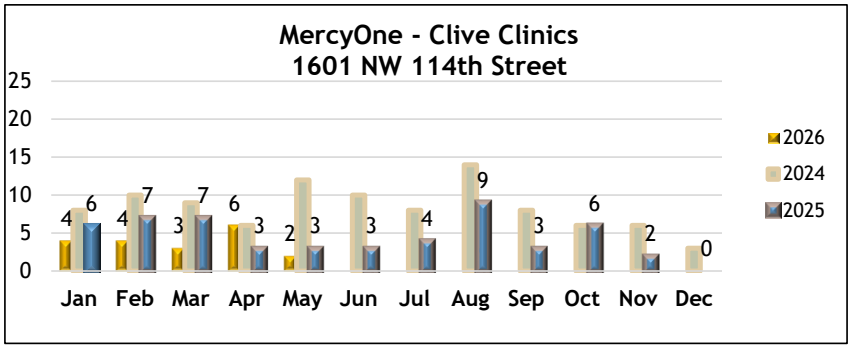
SERVICE DEMAND BY MONTH OF THE YEAR

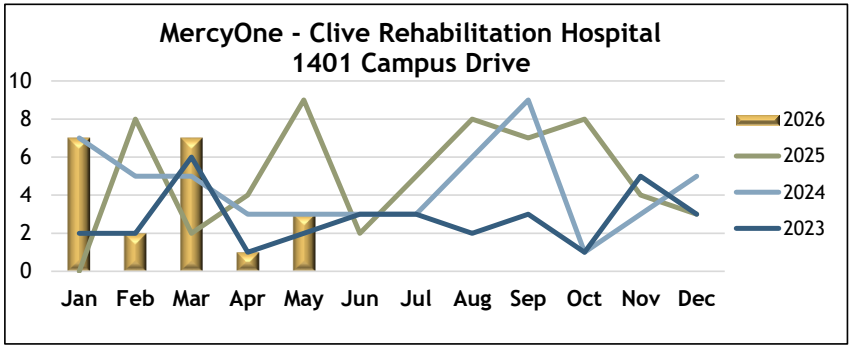


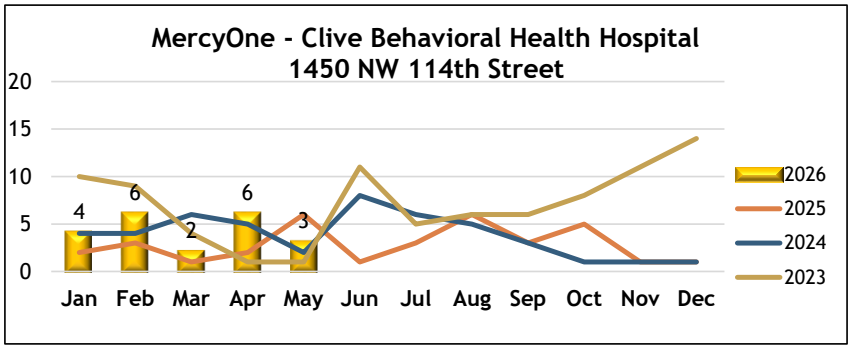
SERVICE DEMAND BY DAY OF THE WEEK

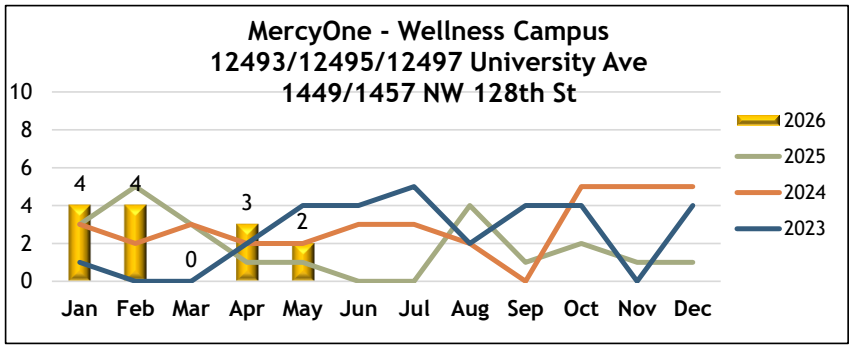


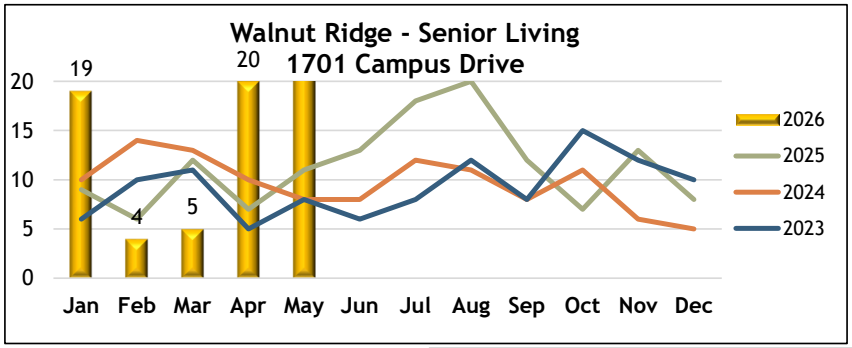
Clive Fire Department
Service Demand - EMS
May 2026

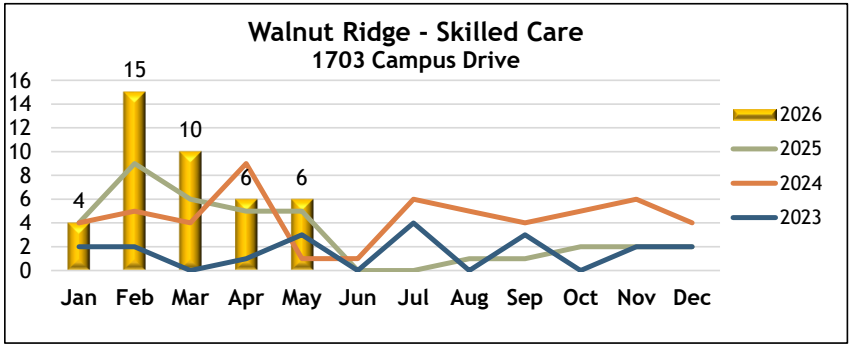


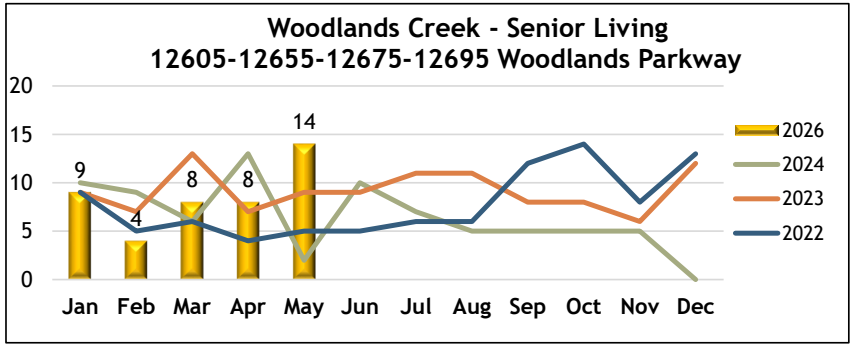




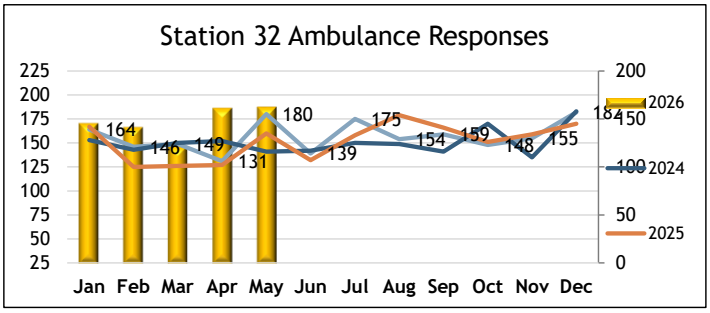


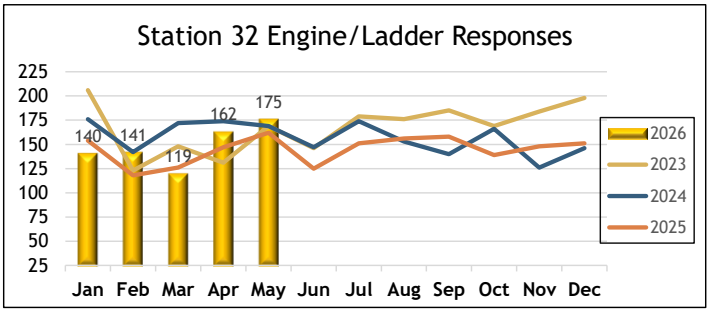


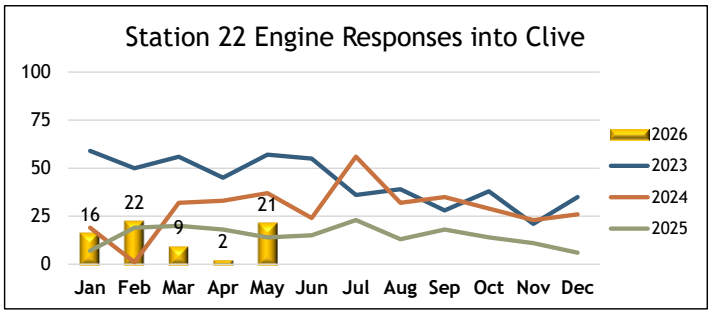


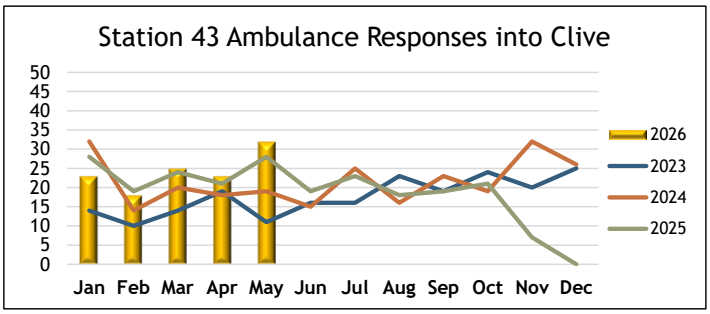


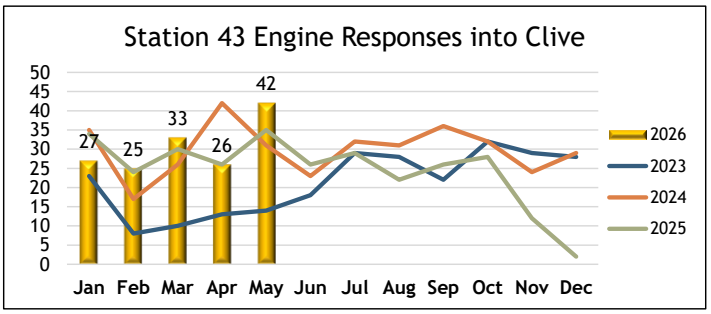
Clive Fire Department
Monthly Report
May 2026

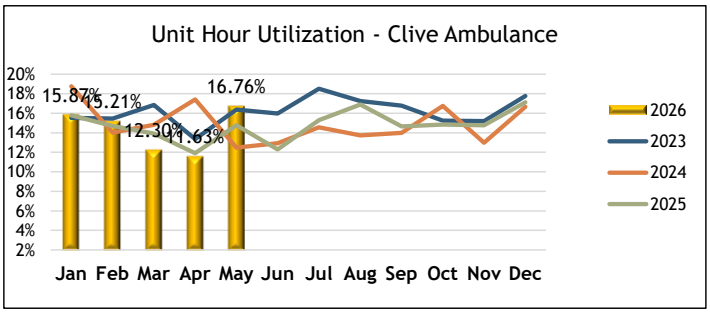


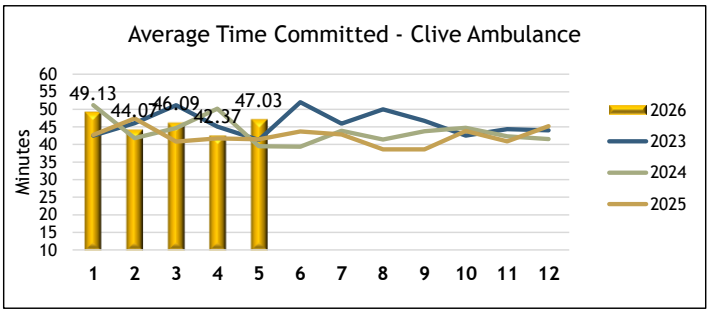


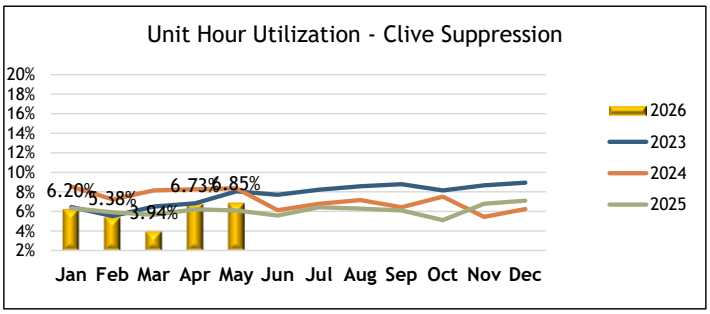


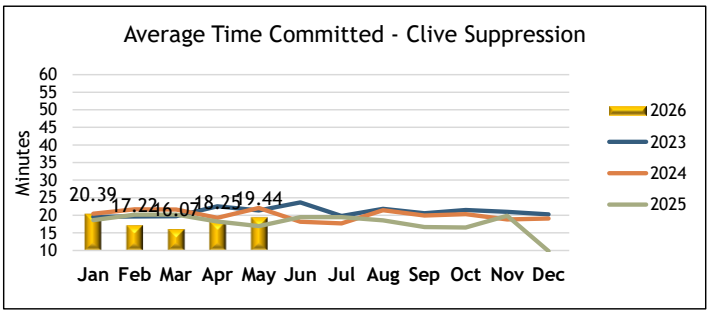




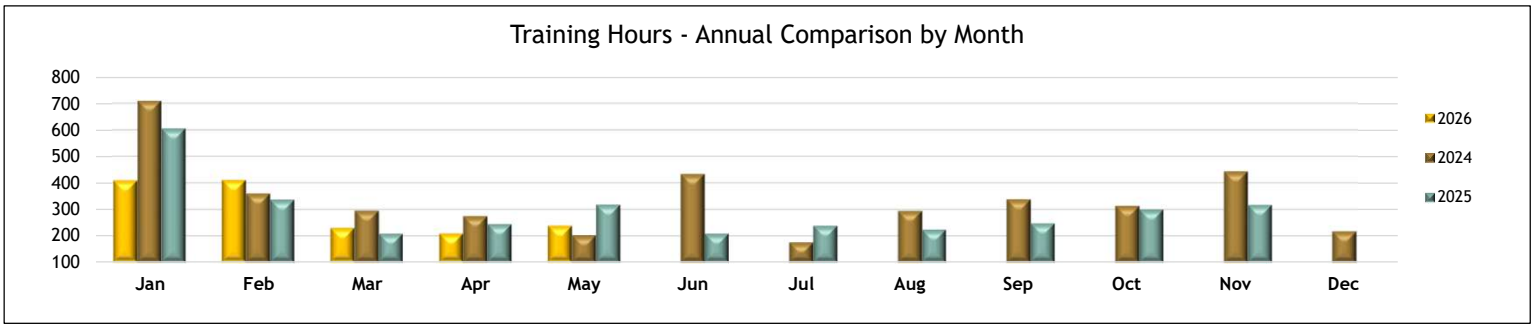


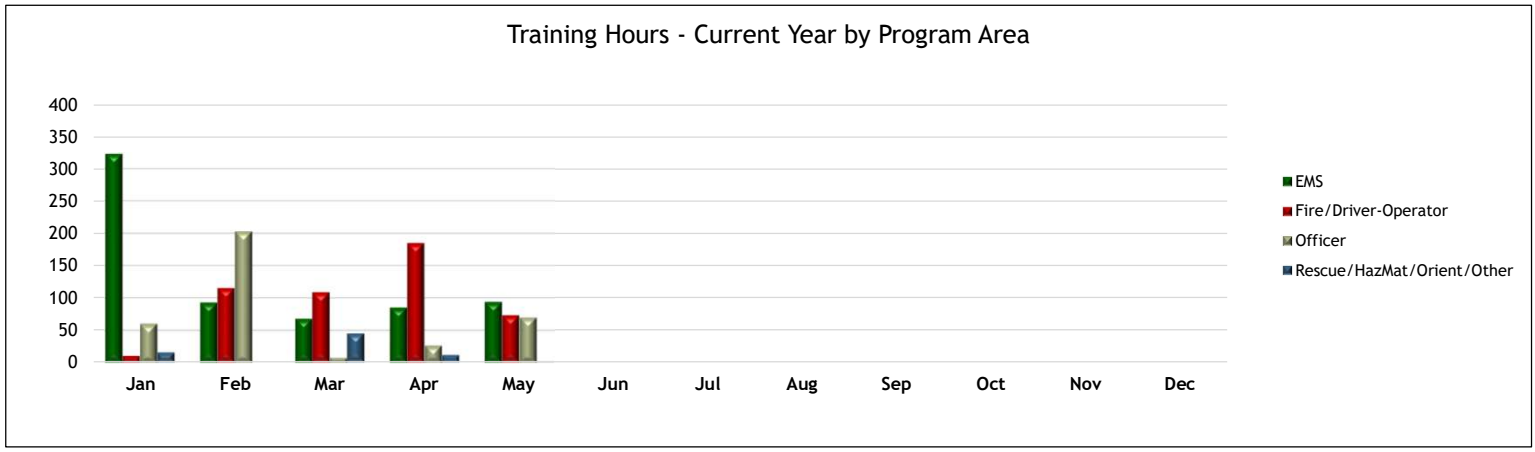




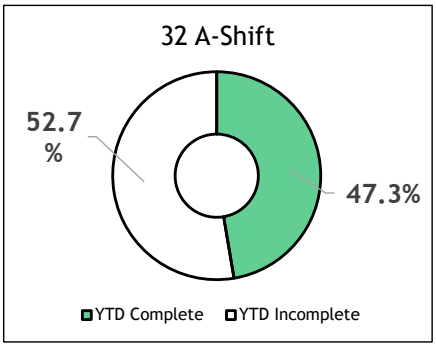


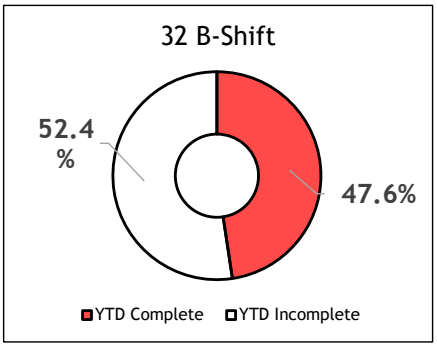
Clive Fire Department
Training
2026

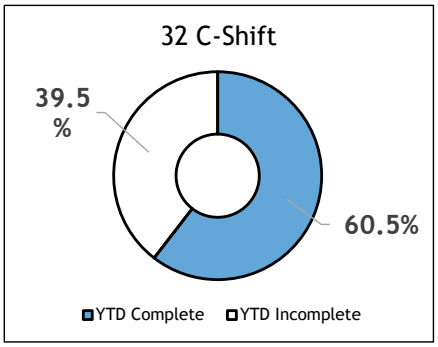




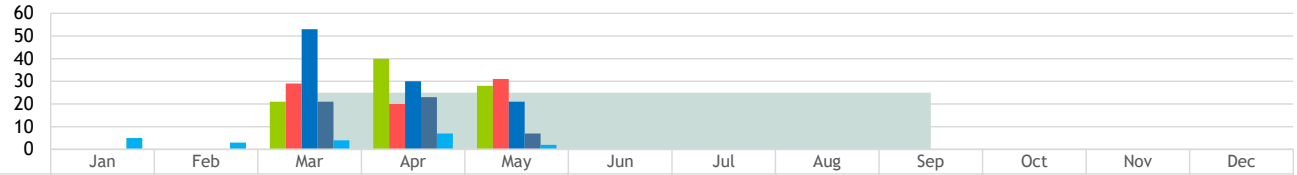
Clive Fire Department
Inspection/Prevention Monthly Report
May 2026





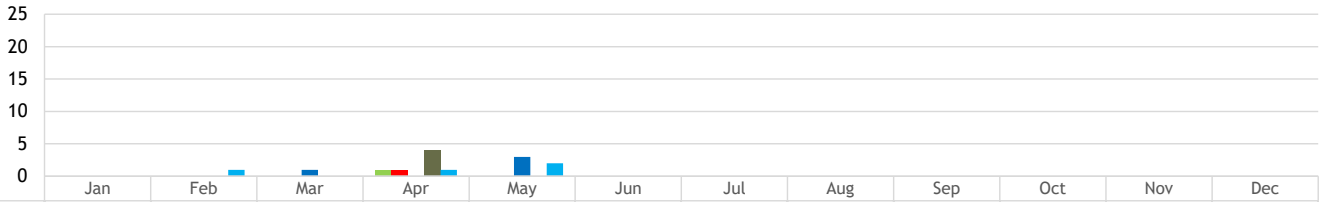


Inspections by Shift



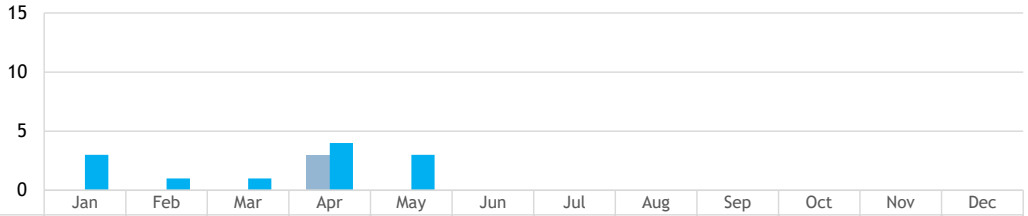
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly Goal			25	25	25	25	25	25	25			
32-A	0	0	21	40	28							
32-B	0	0	29	20	31							
32-C	0	0	53	30	21							
43	0	0	21	23	7							
Fire Prev	5	3	4	7	2							

Re-Inspections by Shift



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
32-A	0	0	0	1	0							
32-B	0	0	0	1	0							
32-C	0	0	1	0	3							
43	0	0	0	4	0							
Fire Prev	0	1	0	1	2							

Public Relations



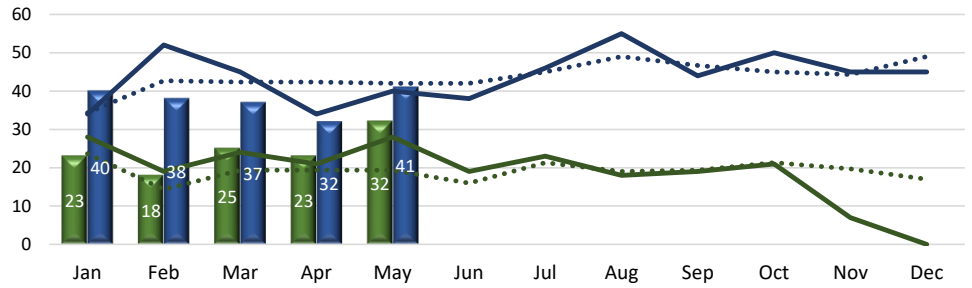
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mobile Food Vendor Inspections	0	0	0	3	0							
Child Safety Seat Installations/Checks	3	1	1	4	3							

Clive Fire Department
Shared Services Report
May 2026

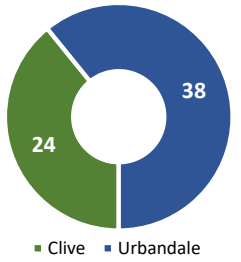
Urbandale - Station 43

Station 43 Became Operational March 10, 2020

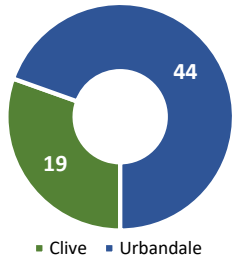
Ambulance



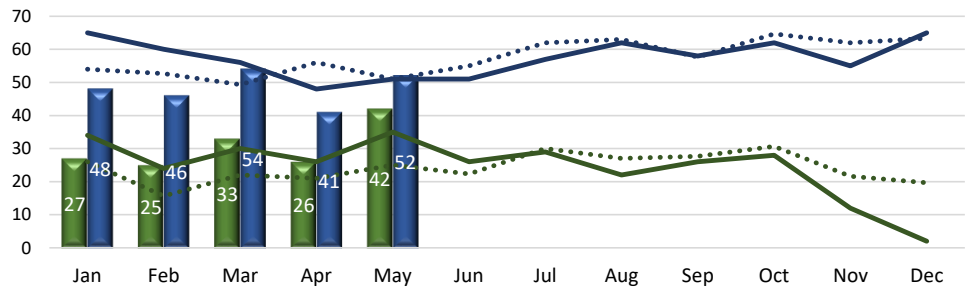
Year to Date Monthly Average



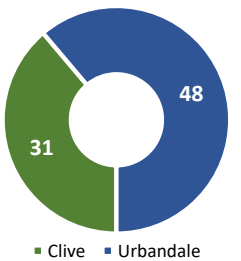
Prior 3-Year Monthly Average



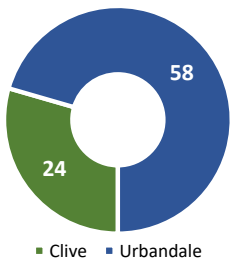
Engine



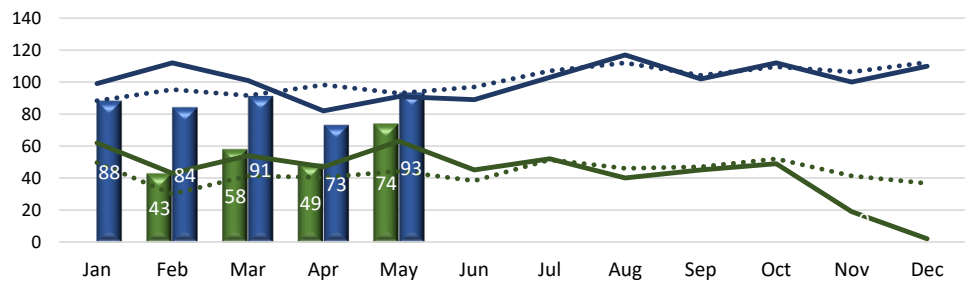
Year to Date Monthly Average



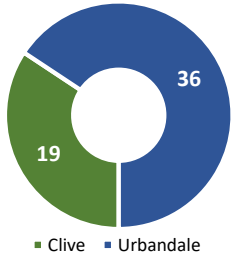
Prior 3-Year Monthly Average



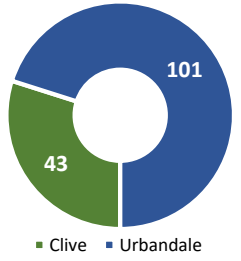
Total (Ambulance & Engine)



Year to Date Monthly Average



Prior 3-Year Monthly Average

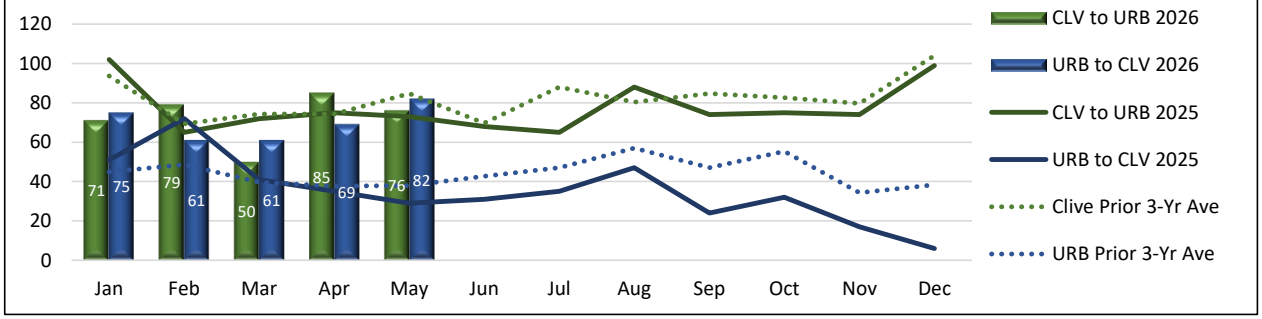


Clive Fire Department
Shared Services Report
May 2026

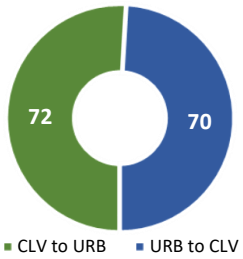
Clive / Urbandale - Closest Unit Response

Does Not Include Station 43

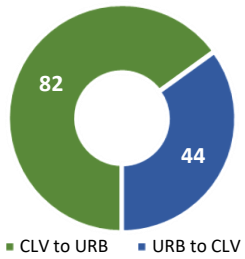
Ambulance



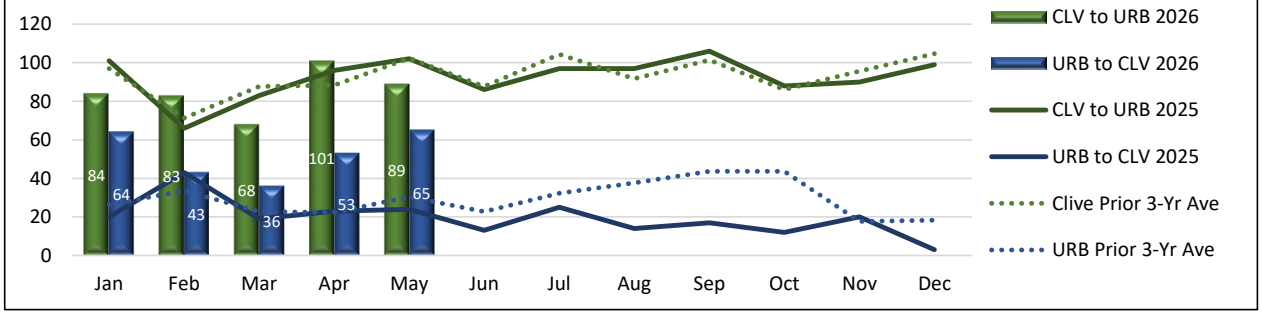
Year to Date Monthly Average



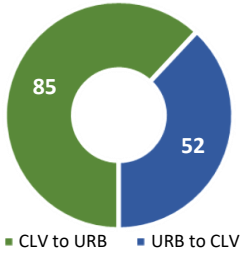
Prior 3-Year Monthly Average



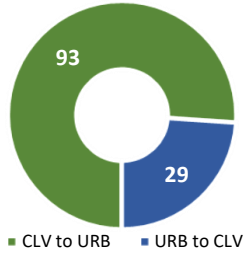
Engine



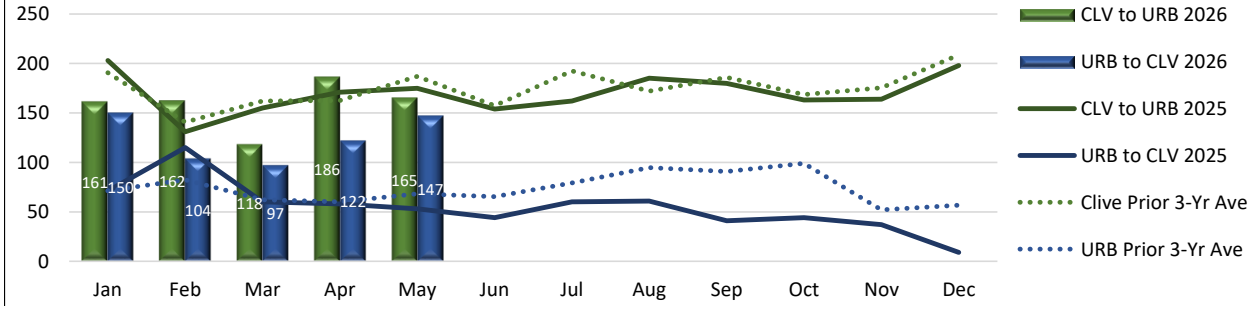
Year to Date Monthly Average



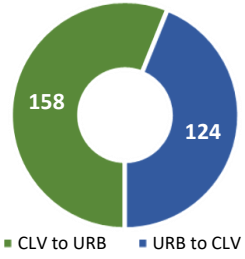
Prior 3-Year Monthly Average



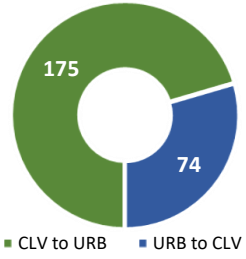
Total (Ambulance & Engine)



Year to Date Monthly Average



Prior 3-Year Monthly Average

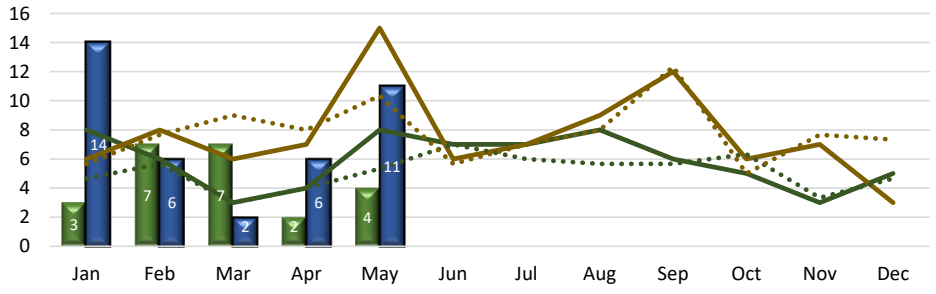


Clive Fire Department
Shared Services Report
May 2026

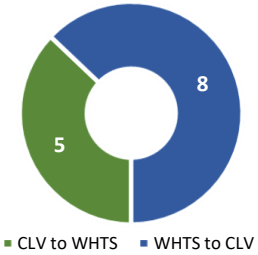
Clive / Windsor Heights - Closest Unit Response

WHTS Joined Westcom 9/22/21 - CUR Initiated 10/15/21

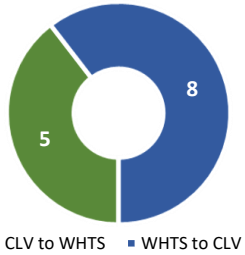
Ambulance



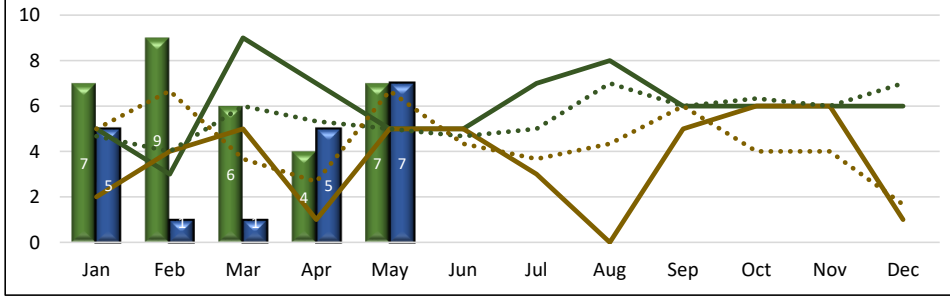
Year to Date Monthly Average



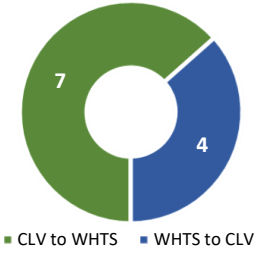
Prior 3-Year Monthly Average



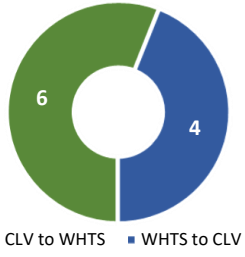
Engine



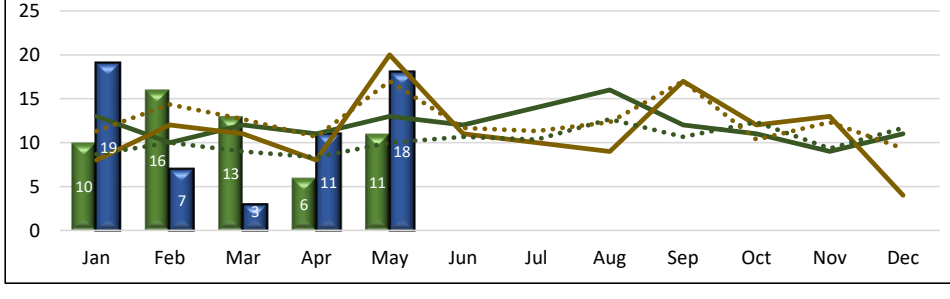
Year to Date Monthly Average



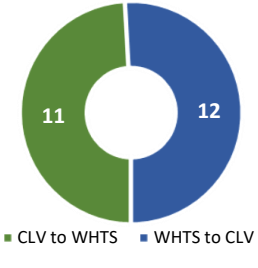
Prior 3-Year Monthly Average



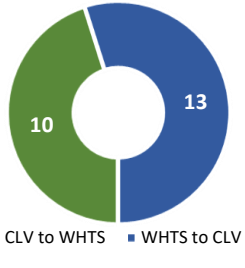
Total (Ambulance & Engine)



Year to Date Monthly Average

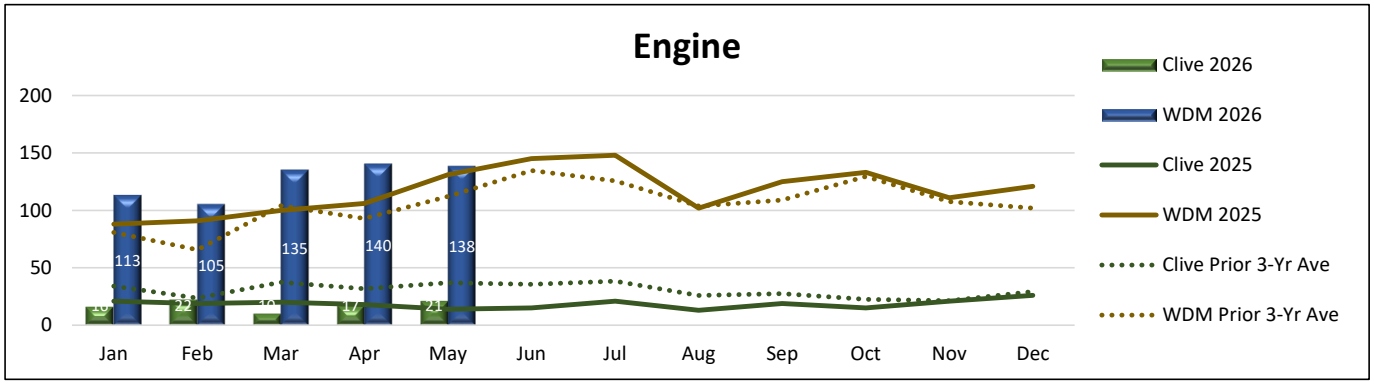


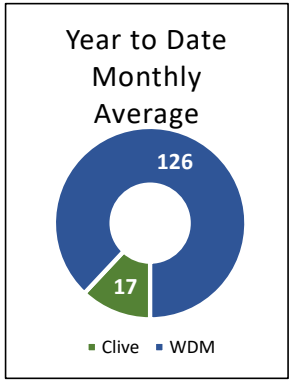
Prior 3-Year Monthly Average

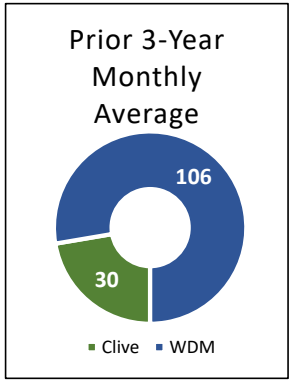


Clive Fire Department
Shared Services Report
May 2026

West Des Moines - Station 22

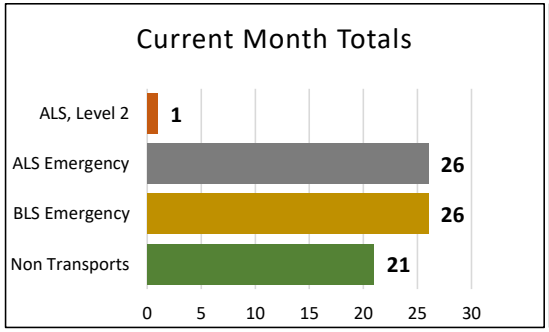


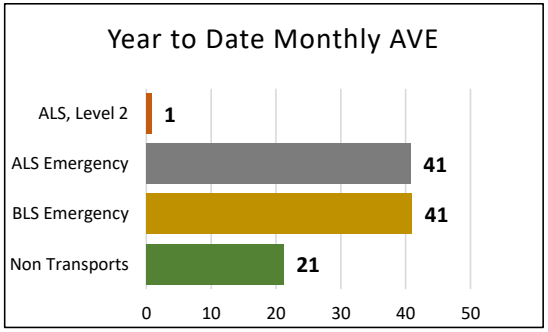


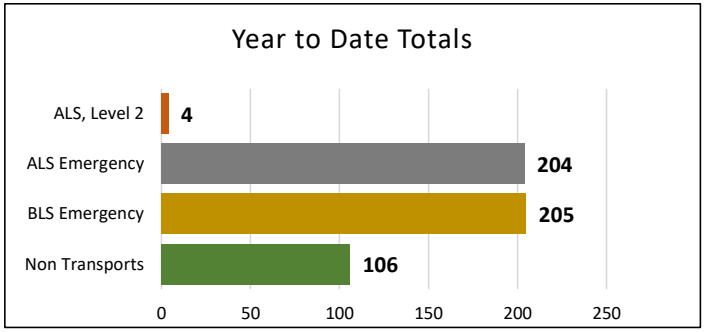


Clive Fire Department
EMS Billing Report
May
2026

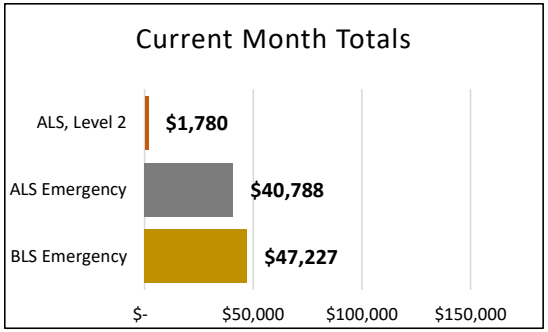
LEVEL OF CARE TRIPS

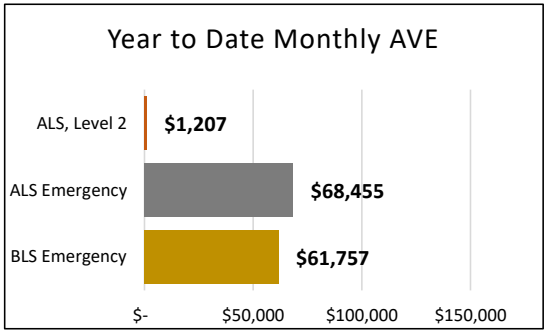


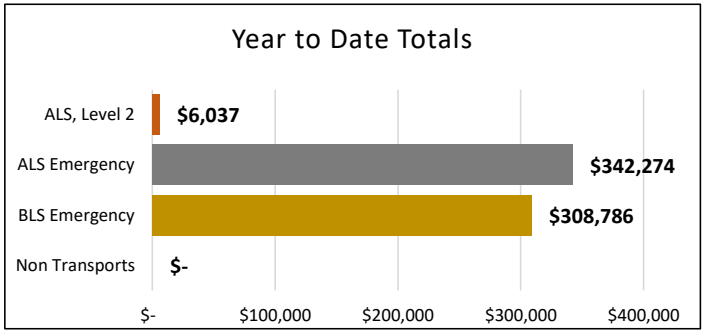




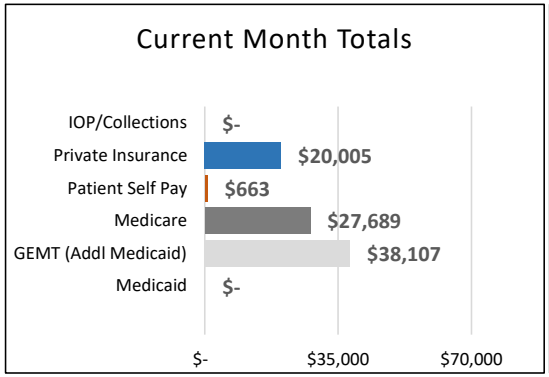
LEVEL OF CARE GROSS CHARGES

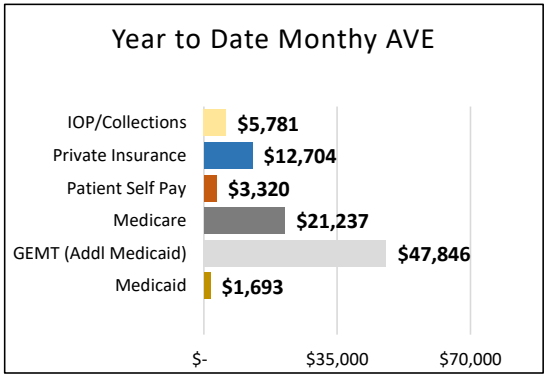


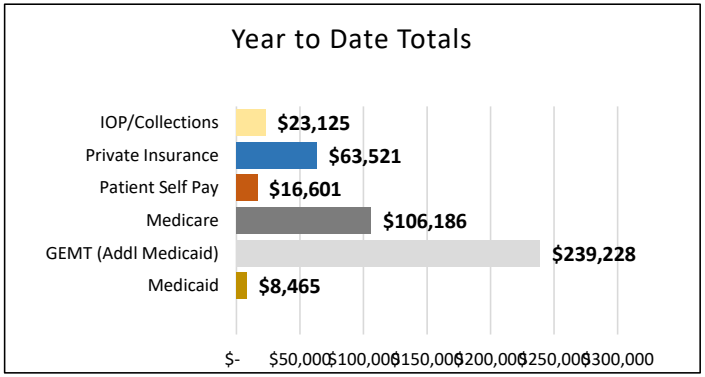




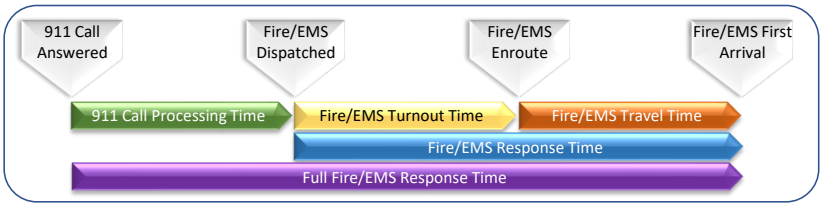
PAYOR BY $ PAYMENTS





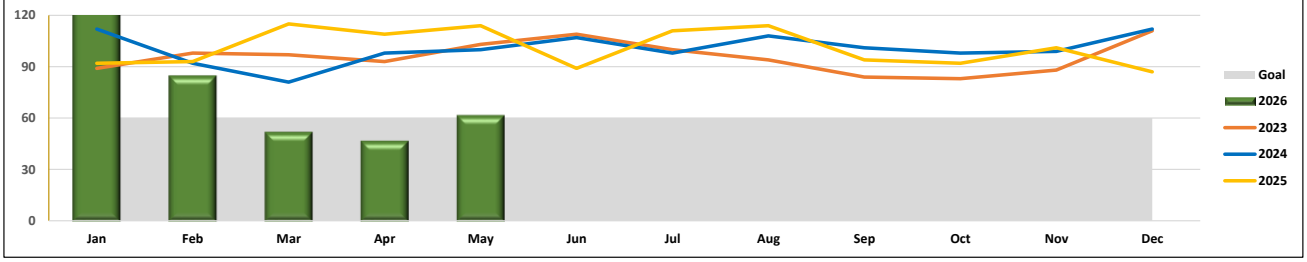


Clive Fire Department
Standard of Cover Performance Report
Performance Area: City of Clive
May 2026



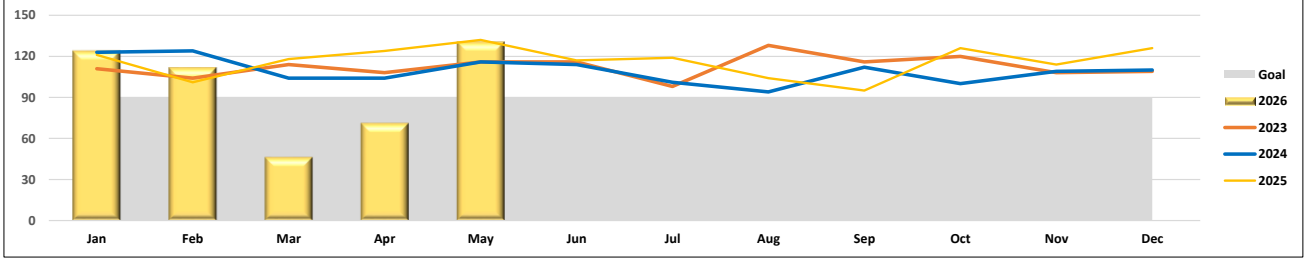
911 Call Processing Time

911 Call Received to Fire/EMS Dispatched
Goal (60 Seconds / 90% of the Time) v Performance (90%)



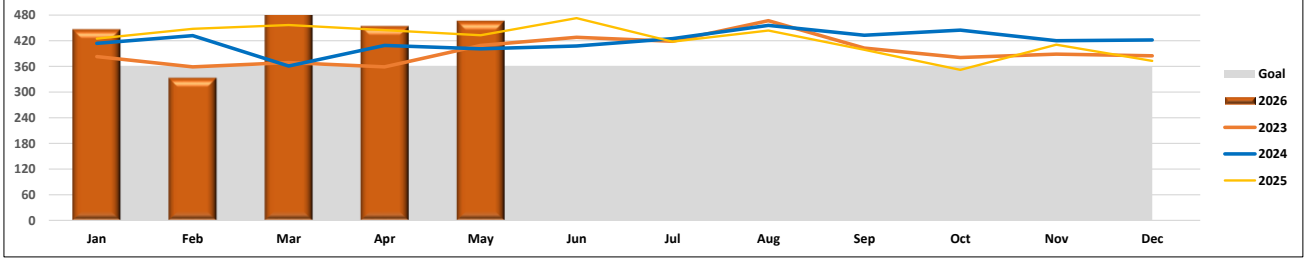
Turnout Time

Fire/EMS Dispatched to Enroute
Goal (90 Seconds / 90% of the Time) v Performance (90%)



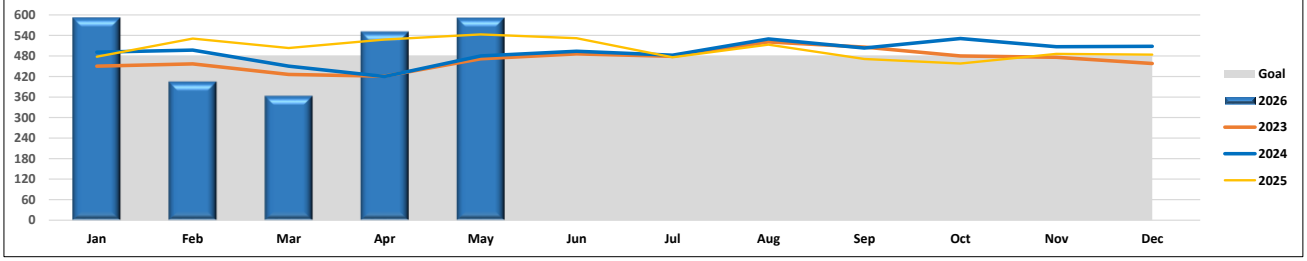
Travel Time

First Arriving Apparatus - Fire/EMS Enroute to Arrival - Emergent Incidents
Goal (360 Seconds [6 minutes] / 90% of the Time) v Performance (90%)



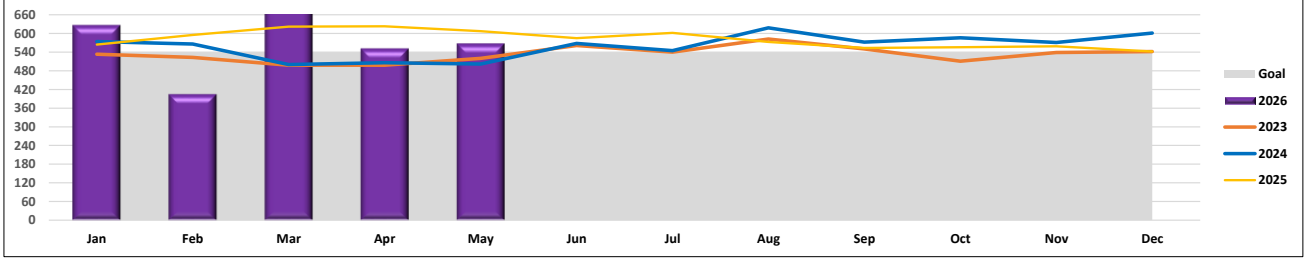
Response Time

First Arriving Apparatus - Fire/EMS Dispatch to Arrival - Emergent Incidents
Goal (480 Seconds [8 Minutes] / 90% of the Time) v 90% Performance (90%)



Total Response Time

911 Call Received to First Apparatus on Scene - Emergent Incidents
Goal (540 Seconds [9 Minutes] / 90% of the Time) v 90% Performance (90%)



Memo

TO: Mayor and Council members
FROM: Richard Brown, Leisure Services Director
DATE: June 25, 2026
RE: Leisure Services Report - May 2026

SYNOPSIS:
The Leisure Services Monthly Report for May 2026, covering the Library, Parks and Recreation work done in the lead up to summer.

Attachments:
1. Leisure Services Council Report May 2026

Leisure Services Department

May 2026



Seasonal Employee Onboarding

Recreation Coordinator Lindsey Phelps, Swim Lesson Coordinator Carson Burright and Recreation Specialist Wendy Olinger worked to onboard and train the 140 staff hired for the Aquatic Center in 2026. This included organizing and teaching three Lifeguard Training courses consisting of 4 classes, which run all day. These classes prepare and test new lifeguards. Staff also teach one Water Safety Instructor Course which is 3 days long and certifies teachers for swim lessons. Trainings progress from April to the start of the season, with ongoing checks through the summer. It is a big lift every year to get the Aquatic Center ready and Lindsey and her team have done a great job!

Clive Aquatic Center Opens for 2026 Season

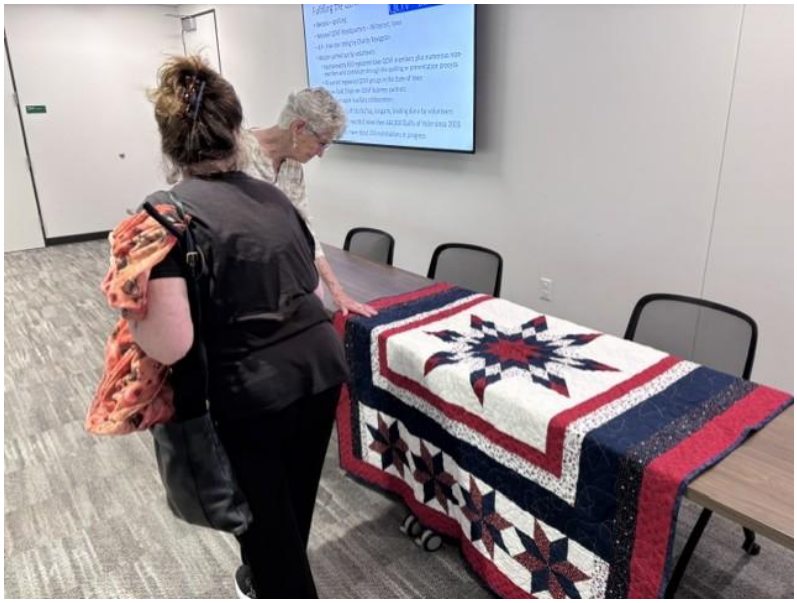
Memorial Day was early this year, and the Aquatic Center was ready to welcome visitors Saturday, May 23 through Monday, May 25! In years past the Clive Aquatic Center has closed for the 4 days between Memorial Day and season opening the following Saturday, but this year we were able to remain open for limited, popular programs like lap swim and water walking. In the first 9 days of the 2026 season, from May 23 – May 31 the facility admitted 1,033 visitors.

Summer Reading Kickoff

May began sign up for the library's youth summer reading program! Those aged 0 to 18 can sign up for the initial reading challenge which requires 15 days of reading to complete and receive the coupon and book prizes. Once readers have completed the intial challenge, they can pick up bonus logs that earn participants raffle tickets for grand prizes like a Nintendo Switch, 3-D Doodle Pen, Kindle Fire and more! So far we have had 1,133 sign ups for summer 2026!

Quilts of Valor

On Friday, May 15 Clive Public Library hosted the Quilts of Valor State of Iowa coordinator, Kathleen Jones, to discuss the program. Kathleen explained the mission of the organzation to supply hand-sewn or sewing-machine-made quilts to military veterans touched by war. Visitors to the program were able to see example quilts, hear personal stories and learn about how they can get involved in Quilts of Valor's mission.



Facilities

The facilities team continued to prepare the Aquatic Center for the season opener consisting of trouble shooting bad sections of sewer pipe for replacement, chemical balancing, pumphouse organization and improvements along with fixing other maintenance related issues throughout the facilities and grounds.

Grounds

Staff joined 35 Waukee Apex student volunteers to plant and mulch native trees and shrubs for the Greenbelt Landing Project. These trees and shrubs were planted to replace the natural vegetation that was removed for the boardwalk, for creek bank stabilization, and in stormwater detention areas. The overstory trees planted included Silver Maple, Basswood, Cottonwood, Pecan, Bitternut, Swamp White and Bur Oak. Understory trees included Redbuds, Serviceberry, Hawthorne, Plum, and Dogwoods. This tree planting generated approximately 50 volunteer hours.





Natural Resources

The natural resource staff has continued their efforts with invasive species removals through chemical treatments and mowing. With chemical treatments, a heavy focus has been put toward Canadian Thistles and Honeysuckle throughout Clive's Greenbelt and natural areas. Mowing has continued in all areas that were seeded within the last 3 years to reduce invasive and noxious weeds from seeding out while native species are still establishing.

Volunteers

Recreation hosted 9 volunteers for goats in the month of May for a total of 9 volunteer hours. The library hosted 17 volunteers for a total of 28.65 volunteer hours. There were 35 volunteers for the Parks division in April for a total of approximately 50 volunteer hours.

LEISURE SERVICES PRIORITIES

Action:
Harbach Center: Vision Concept and Operations
Partnership with West Des Moines
Update Report on Experiences and Building Conditions

Key Issues	Activities/Milestones	Time
Success will be to define how we measure success and determine a vision for the programming versus the building need itself	**A. Building Conditions and Facility Usage Report**	1. Have Parks/Facilities Team develops report on status on mechanical components at the Harbach Center **January 2026**
Costs for renovation of existing facility		
What is needed in the neighborhood?		2. Develop report on facility usage over the past two years **January 2026**
Private investment in current facility if remodeled?		
Ongoing staff costs for a remodeled facility		
Role of Crestview School of Inquiry in some of these activities	**B. Partnership with West Des Moines School District**	1. Develop better working relationship with local school staff and explore opportunities **Ongoing**
Data collection on uses/users, especially unique users		
If we don't have a cheap space to do it, would we still want to do it?		2. Back to School Bash at Harbach Center **August 2026**
Are we financially all in for this in the long term? If we are not willing to go all in, then it does not make much sense to do the visioning process		
What is the data that council needs to make that decision?	**C. Harbach Center Future Vision**	1. Draft measures for success and Define space needs for success **January 2026**
How do we define the value of having a branch library?		
How should we measure success?		2. BUDGET WORKSHOP: Presentation proposed measures for success and overview of what it would take to financially go "All In" **February 2026**
Link to Future Development Project		3. Develop next steps depending on the outcome of the Council discussion **March 2026**

Responsibility: Leisure Services

Action:
Linnan Park: Construction Complete
Neighborhood Engagement
Ribbon Cutting

Key Issues	Activities/Milestones	Time
Success will be construction is completed; the public can use the park and a ribbon cutting event will be held.	1. Complete Harbach Center Mural	November 2025
Tight change order budget for project unknowns that may come up during construction	2 Complete Construction	June 2026
Construction got a late start due to rainy July	3. Conduct Ribbon Cutting Celebration with defined engagement strategy	July 2026
Public Art Mural on Harbach Center	4. Develop programming plan for new	July 2026
Public engagement with mural painting	5. Conduct Back to School Bash	August 2026
Making sure the surrounding neighborhood knows these improvements are for the entire neighborhood, not just the multi-family properties	6. Presentation: Linnan Park Programming Plan discussion and feedback	August 2026

Responsibility: Leisure Services

Action:
Clive West Des Moines Schools Collaboration
Indian Hills Greenspace Redevelopment/Master Plan

Key Issues	Activities/Milestones	Time
Success will be the kickoff of a master planning effort for the outdoor space at Indian Hills Junior High in coloration with the School district	1. Research best practices for shared school and park sites	November 2025
Is this dependent on a WDSM schools bond issue passing?	2. Develop working team with West Des Moines Schools and City of Clive	December 2025
Neighborhood needs		

School district needs Public engagement	3. Develop scope of services and budget proposal for master planning effort	December 2025
Agreement needed to allow public use and shared maintenance Funding for master plan	4. BUDGET WORKSHOP: Master Planning Proposal/Cost Sharing	February 2026
Funding for construction School district bond referendum	5. Develop and distribute RFP for master planning effort	February 2026
No playground in this neighborhood Define service area for this park/school space	6. DECISION: Budget FY 26/27	April 2026
Traffic and parking issues resolution	7. Master Planning efforts begin with initial neighborhood/public engagement	May 2026

Responsibility: Leisure Services

Action:

Encroachments Policy/Strategy/City Actions:
Problem Analysis, Report with Options, Degree of Aggressiveness, Community Engagement, and Direction

Key Issues	Activities/Milestones	Time
Success in the next year will be an adopted policy with clear expectations of property owners adjacent to City property and enforcement of policy	1. Research local examples of policies and practices as well as best practices across the country	October 2025
Wide variety of encroachments	2. Gather data regarding the full extent of the encroachment issues citywide	December 2025
Private use of publicly owned land	3. Analyze and develop report regarding the extent of encroachment issues Citywide	December 2025
Understanding the level of public engagement desired during policy development	4. PRESENTATION/DIRECTION: Review draft framework, determine level of public engagement	January 2026
Enforcement tactics will have different levels depending on the policy choices made	5. Develop public engagement plan for development of policy	March 2026
	6. Develop final draft policy for review	March 2026
Long-term success with this action is no private encroachments on City property	7. Public engagement (as needed)	May 2026
	8. DECISION: Review and approval of policy	August 2026

Responsibility: Leisure Services

Action:

Greenbelt Landing Project:
Construction, Dedication, Programming, and Clive Festival 2026

Key Issues	Activities/Milestones	Time
Success will be the project entirely completed and 50th Clive Festival is held at the new stage	1. Complete Substantial Construction	January 2026
Completion of construction	2. Develop Programming and Operations Plan	March 2026
Programming plan development	3. PRESENTATION: Greenbelt Landing Programming and Operations Plan Discussion and Feedback	April 2026
Potential partnership with outside entities for management of the space, events and stage	4. Install Project and Donor Recognition Signage Installed	May 2026
50th Clive Festival Celebration	5. Install Public Art	May 2026
Small donor campaign goal of $100,000 to support project, wetland walkway, plaques, etc.	6. Complete All Construction	June 2026
	7. Conduct Ribbon Cutting Event	June 2026
Naming considerations of the community building? Such as Greenbelt Pavilion, Greenhouse, Landing Hall, Creekside Pavilion, The Canopy, Oxbow Pavilion, Creekside Hall, Etc.	8. Have 50th Clive Festival held at Greenbelt Landing	July 2026
	9. Complete Small Donor Campaign	December 2026

Responsibility: Leisure Services

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: Police Department Report - May 2026

SYNOPSIS:
Monthly report of activity for the Clive Police Department.

Attachments:
1. Monthly May 2026

Clive Police Department

Monthly Report

May 2026



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Special Unit Activity/CIT 6

Group A Offences/ Clearance Rates 7

K-9 Deployments 8

Highlights and Outreach 9

Employee Spotlight 13

On the cover: Police officer training needs to be consistent and needs to occur often. Quarterly training ensures our staff are current with trends and remain proficient with their tools of the trade. The photo depicts a recent range day at Camp Dodge.

Mission, Vision & Values

Mission

"To provide exceptional police services while ensuring the safety, security and well-being of all of our citizens".

Vision Statement

The twenty-nine Certified Police Officers and seven civilian employees of the Clive Police Department serve the City through excellent community policing, fair and timely investigations, regular patrols of Clive neighborhoods, and multiple public education and partnership programs. Crime prevention and community safety require good collaboration among police, residents, and businesses.

Values

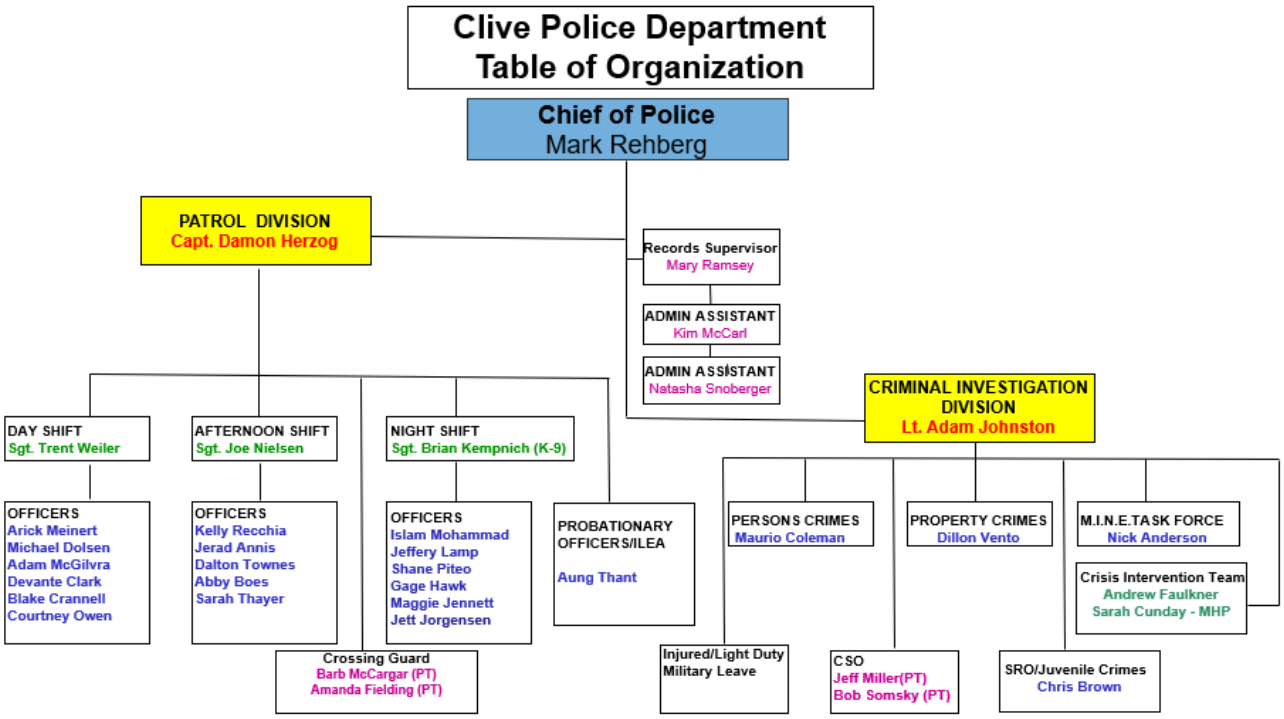
Committed - Striving for accountability, effectiveness, and equality.

Professional - Taking pride in our actions, duties, development, and appearance.

Determined - A team that is resolute and purposeful in action.

Committed - Professional - Determined

Organization & Staffing



Staffing

Sworn Staffing Summary (Current)	
Total Authorized Commissioned	29
Current Operating Commissioned	28
Officers in Field Training	1
Probationary Officers in Academy	0
Military Leave	0
Light Duty	0
Officers still need to Recruit	0

Sworn Staffing by Assignment		
Assignment	Assigned	Vacant
Command Staff	3	0
Patrol Sergeants	3	0
Patrol Officers	18	0
Detectives	3	0
School Resource Officers	1	0
Crisis Intervention	1	0
ILEA/Military/Light Duty	0	0

Strategic Planning Update - Speeding and Safety on Trails. First Reading Complete.

Through collaboration and communication among metro communities, the Polk County Law Enforcement Executive Association (PLEXA), the Des Moines Bicycle Coalition, and Metro Advisory Council (MAC), we have been engaged in ongoing dialogue to identify solutions that address scooter safety while balancing the needs of cyclists who already utilize our trails.

For Clive, an update to the existing bicycle ordinance was long overdue and has been incoorporated into this project. It addresses new technology and modes of travel not considered in the past. It also takes into account a regional approach to creating common, consistent rules with our neighboring communities and the metro in general.

Additionally, we have recieved input from the public, the Clive Park Board, MPO, the Des Moines Street Collective and Bike Iowa. Ankeny, Norwalk and Waukee are moving forward with us, with plans to update their ordinances.

2025-2026 Strategic Planning

ELECTRIC VEHICLES/TRAIL SAFETY AND ETIQUETTE - REVISE ORDINANCE	
Key Issues	**Completion Date**
Lower speed on trails/increase safety and ettiquette	Done
Educate on use of electric vehicles in parks/trails	In-Progress
Address electric vehicles on public roadways	Done
Reduce injury to users	In-Progress
Regional solution to issue	Done
Enforcement	Jul-27
Milestones	**Completion Date**
Identify specific complaints/Incidents/Reports	Done
Identify other municipalities and actions taken	Done
Establish working group of stakeholders	Done
Find Options	Done
Progress/Discussion: Report to council	Done
Street v. Trails	Done
Speed and Motor size/ Definitions	Done
CC: Decision: Ordinance (if any)	Jun-26
Success	**Completion Date**
Develop Regional solution via MPO or MAC	Done
Enforcement plans/policies metrowide	Done
Community acceptance of strategy	Jun-26

6/13/2026

Calls for Service and Dispatch Area

Dispatch Incident Distribution					
	May		YTD		
Agency	2025	2026	2025	2026	%
Calls for Service	1156	1360	6009	6812	13%
Incident reports	175	155	784	736	-6%
Adult Arrests (On view)	40	48	216	208	-4%
Juvenile Arrests (On view)	2	3	9	5	-45%
Traffic Citations/Warnings	228	206	1350	1227	-9%

Crash Data

Motor Vehicle Crash (MVC)					
	May		YTD		
Crash Type	2025	2026	2025	2026	% Change
Fatal	0	0	0	0	0%
Injury	5	7	24	26	8%
Property Damage	58	31	229	174	-24%
Total	63	38	253	200	-21%

Crisis Intervention Team

Crisis Intervention Team (CIT)				
	May		YTD	
Response Type	2025	2026	2025	2026
Mental Health/ DV Related	15	2	94	81
Diversion/Referral	7	2	37	34
Clive Behavioral	5	1	24	24
Ed Thomas Notification	0	2	3	0
Total	27	7	158	141
Total minutes per call	--	57.06	--	48.1

Group A and B Offenses

In the context of the FBI's Uniform Crime Reporting (UCR) system, "Group A offenses" refer to a category of more serious crimes like murder, robbery, rape, and burglary, which are reported for every incident by law enforcement agencies, while "Group B offenses" are less serious crimes where only arrest data is reported to the UCR system; essentially, Group A offenses are considered more significant crimes than Group B offenses.

Clearance Rate

Group A Crimes					
Type	May		YTD		
	2025	2026	2025	2026	% Change
Crimes v. Persons	24	14	73	56	-23%
Crimes v. Property	34	22	137	93	-32%
Crimes v Society	14	26	75	99	32%
Total “A” Offences	72	62	285	238	-16%
Hate Crimes	0	0	0	0	0
LEOKA	2	2	2	7	350%
Clearance Rate (by month)	38.89%	56.45%	--	--	--

K9 Deployments and Activity

K9 Deployments				
Deployment Purpose	May		YTD	
	2025	2026	2025	2026
Narcotics Search	12	18	95	117
Tracking	2	1	14	10
Total Deployments	14	19	109	127

Evidence Located			
Drug Type/Quantity	May 2026		
Methamphetamine	3,770 g		
Marijuana	942 g		
THC	2,622 g		

K9 Dutch recertifies for Patrol Operations and Narcotics Detection

During the first full week of May, K9 Dutch and Sergeant Kempnich recertified in narcotics and patrol through Dogs For Law Enforcement (DLE). There were over 112 K9 teams that participated in the week long seminar.





K9 Fundraising update - To date we have received donations or commitments of about $20,000 so the department is well on it's way to our goal of $120,000. Handler selection will be the next step and will be announced next month.

Highlights & Outreach

Arrest made for Indecent Exposure

May 19th - Officers responded to an indecency near 1600 114th St. It was reported that a male was in his car with his pants off and he was touching himself. The male as following the female caller. Officers located the male and he denied doing those things. Zachary Padgett was ultimately arrested for indecent exposure and transported to the Polk County Jail.



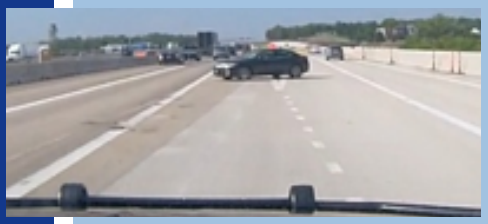
Photo Credit: PCJ

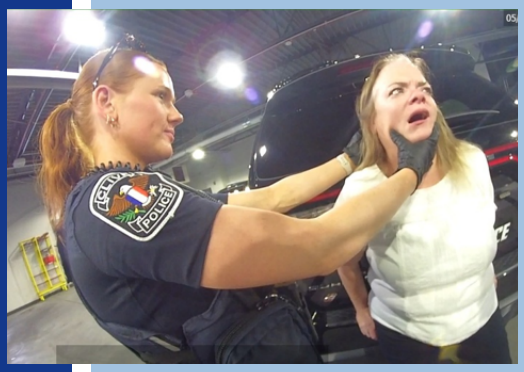
Hidden Narcotics located in transport vehicle.

May 10th - Sergeant Kempnich was contacted by the MINE Task Force refence a suspicous vehicle that was on a semi car hauler. When Sergeant Kempnich and K9 Dutch arrived on scene they went over to the car hauler where K9 Dutch alerted on a Hyundai Santa Fe. The Santa Fe was subsequently searched and 8.3 pounds of methamphetamine was located in the gas tank.



Wrong way driver leads to OWI arrest.



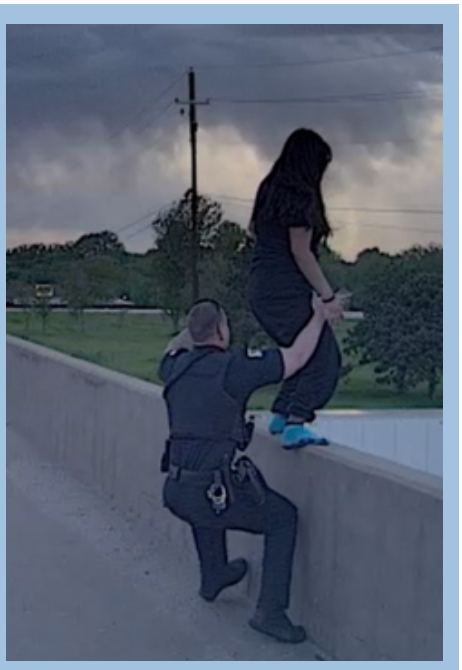


May 15th - A wrong way driver on the interstate nearly led to disaster after the driver, Mary Donahue, nearly struck several motorists and did hit a police car. Donahue was administered the Standardized Field Sobriety Tests (SFST) and required the assistance of Officer Boes to hold her head still. Officer Mohammad followed the SFST with a Preliminary Breath Test (PBT), which yielded a staggering 0.307% blood alcohol content (BAC). She consented to a formal chemical breath test, which registered a final breath alcohol concentration (BrAC) of 0.278%, nearly three and a half times Iowa's legal driving limit of 0.08%. Donahue was transported to the Polk County Jail.

An arrest is not an indication of guilt. All suspects are presumed innocent until proven guilty in a court of law.

Juvenile Attempts Escape from Medical Facility.
Quick Action of WDM Officer Prevents Further Harm.

May 8th - An escape from a local behavioral health facility ended after two female juveniles tricked a nurse and fled the facility. Sergeant Nielsen, alongside CBH staff, pursued the teenager on foot. Before they could reach her, one if the juveniles was able to climb over the bridge railing in an apparent suicide attempt. Just as she was about to jump into the highway traffic below, a West Des Moines police officer managed to grab her and pull her back over the railing to safety. The actions of everyone involved led to her safe return and no injury to anyone involved. This type of response and outcome would not be possible without our neighboring communities and Westcom Partners.





Crash Results in Trapped Driver. No Injury Reported.

May 20th - Officer Mohammad investigated a roll-over crash at NW 142nd and Lakeview Drive. A Jeep, crossing NW 142nd, was struck broadside and rolled into another vehicle waiting to make a turn. The driver of the Jeep was trapped for a short time, however, they were extricated and no major injury resulted. The crash investigation revealed the Jeep failed to yield while entering a through roadway.

Officer Thayer prevents intoxicated driver by recognizing impairment ahead of time.

May 22nd - During routine patrol, Officer Thayer observed a male subject, later identified as Thomas Hendricks, exhibiting clear signs of severe impairment while inside the Maverik (15590 Hickman Road). The individual's condition was immediately concerning to Officer Thayer. Despite his condition, Thomas was actively attempting to purchase a case of Budweiser beer. When questioned by the officer regarding his recent alcohol consumption, Thomas admitted to having consumed alcohol "twenty minutes ago." To verify the extent of the impairment, the officer requested a Preliminary Breath Test (PBT). Thomas consented to the test, which yielded a blood alcohol content (BAC) reading of 0.332% Thomas was arrested for public intoxication and Interference with official acts.



Photo Credit: Dallas County Jail

An arrest is not an indication of guilt. All suspects are presumed innocent until proven guilty in a court of law.

Hit and Run leads to Burglary Arrrest.

May 13th - Officer Gage Hawk was dispatched to a Hit and Run at the corner of NW 80th Street and Garrison Road. When Officer Hawk arrived he learned the suspect who had fled the scene was Methuselah Gee and according to the victim was intoxicated. While on the hit and run call a burglary in-progress call came out at 1847 NW 80th Court. The victim of the burglary gave the discription of Gee has who broken into his residence. During the burglary an altercation occurred between the victim and Gee before Gee fled the scene again. Officers were able to locate Gee walking down the street and take him ito custody.

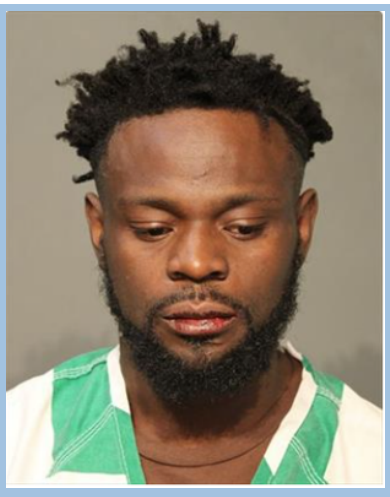


Photo Credit: Polk County Jail



Photo Credit: KCCI/Facebook

May is recognized annually as Asian American and Pacific Islander Heritage Month. In celebration of that, KCCI did a story on our newest officer, Aung Thant, who immigrated to the US from Burma. Aung came to the United States, learned English, served as a United States Marine and now as a Clive Police Officer.

Clive PD partners with Windsor Heights and Urbandale for first Joint Citizens Academy



May 9th - For 10 weeks, these community members learned about topics from traffic stops and OWIs to firearms training, de-escalation/use of force, SERT, MINE, K9, drones, and so much more - these graduates jumped in and experienced firsthand the many roles law enforcement officers take on each day. We're already looking forward to next year.

An arrest is not an indication of guilt. All suspects are presumed innocent until proven guilty in a court of law.

Police week community event held at Horizon Event Center







CLIVE POLICE EST. 1957









Clive Police Department *Monthly Report - May 2026*

An arrest is not an indication of guilt. All suspects are presumed innocent until proven guilty in a court of law.

Employee Spotlight



Officer Jeff Lamp

Officer Lamp grew up in Polk City, Iowa and attended Grand View University where he played baseball. He was hired by Clive in November of 2023, and graduated from the Iowa Law Enforcement Academy in early 2024. Currently assigned to the midnight shift of the patrol division, Jeff is very active in traffic enforcement and has been involved in many high risk stops. Jeff enjoys the art of Criminal Interdiction and spends much of his time honing his skills in search and seizure law. Jeff is also very adept at looking beyond the reason for a stop, and his insightful vision plays into his skill where narcotics interdiction is concerned. Jeff was recently recognized for his seizure of over 8 pounds of powder cocaine from a drug trafficker on the interstate. His ability and drive also resulted in his award of the Optimist Club Respect for Law Award, which is presented annually to a member of our department. Congratulations Jeff!!

Memo

TO: Mayor and Council members
FROM: Tieryn Potratz, Administrative Assistant
DATE: June 25, 2026
RE: Public Works Report - May 2026

SYNOPSIS:
Public Works Report - May 2026

Attachments:
1. May 2026 Monthly Report

Clive Public Works May 2026 Monthly Report

May Events

- **May 6th—** Confined Spaces training for operations staff.
- **May 7th—** Public Works reps tabled in the Walnut Creek Watershed section of Urbandale's Sustainability Fair.
- **May 8th—** Nolan Daft 15 years service anniversary.
- **May 11th—** Monthly Department Meeting with Jeff May.
- **May 13th—** APWA MidAmerica Conference, Jeff May attending.
- Seasonal staff began on 5/19 and 5/26.

Right of Way Permits for May 2026

Permit type	Number issued
MRW	14
MRW - Cable drop	25
Fiber	1

2023-2024 Clive Strategic Plan

Not Started is shown in Red **In Progress** is Shown in Blue **Completed** is Shown in Green **Changes** **Shown in Bold**

2025-26 POLICY AGENDA: TOP PRIORITY

Alice's Road Reconstruction: Funding, Planning & Conceptual Design w/ Waukee (JM/JH) – Clive is the lead on this project. Staff reviewed RFQ's and selected Snyder & Associates (Snyder) for the design work. Staff worked with Waukee and Snyder to identify the scope for the Professional Services Agreement (PSA) and Council approved the PSA in the amount of $1,937,000, at the January 11, 2024, Council meeting.

Snyder discussed the project with Clive Council at the April 11, 2024 Council meeting. Snyder discussed the project with Waukee at their May 13th workshop. A Public Meeting was held in Waukee on June 11th. Phase 1 was divided into two projects, Phase 1A and Phase 1B, with Phase 1A reconstructing Alice's Road from south of Horizon to just south of Dellwood and Phase 1B from south of Dellwood to south of Douglas.

Snyder met with property owners to discuss easements and property acquisitions. Staff discussed the project again with Council during the November 7, 2024 CIP workshop. A Public Hearing was held at the February 13, 2025 Council meeting for the Eminent Domain Process. That Public Hearing was continued to the February 27, 2025 Council meeting. All acquisitions for Phase 1A were acquired without the use of eminent domain. The Public Hearing for the eminent domain process was opened and closed without any action at the February 27, 2025 Council meeting.

Phase 1A

The letting for Phase 1A was held on February 4, 2025 and the project was awarded to Concrete Technologies, Inc. (CTI), in the amount of $4,294,120.31, at the February 13, 2025 Council meeting. Message boards were put out on March 17 notifying the Public of the upcoming closure. Alice's Road was closed the week of March 24 for the start of construction. The intersection of Horizon opened on 11/7/25. The remainder of Alices Road opened to thru traffic on the Wednesday before Thanksgiving. The contractor did not finish the project in 2025. The roundabout at Boston and the remainder of Phase 1A will be completed in 2026. The contractor is working on hydrant extensions for the Waukee hydrants. **The contractor closed Alice's Road on March 24, 2026 to resume work on Phase 1A and has now completed paving of the Boston Parkway roundabout.**

Phase 1B

Bids for Phase 1B were received on February 5, 2026 and the project was awarded to Mainline Construction, **in the amount of $2,611,078.91**, at the February 12, 2026 Council Meeting. The preconstruction meeting for this project is scheduled for March 30th. **The contractor closed Alice's Road, except for local traffic, and is now working on Phase 1B.**

Phase 4

A project update was provided to Council at the March 23rd, 2026 Council meeting and a Professional Services Agreement (PSA) for Phase 4 final design, in the amount of $447,500 was approved at the same meeting.

Funding Information

Waukee submitted STBG grant requests for this project and received $1.35M that was originally awarded to Phase 1 (1A & 1B). Clive submitted an STBG grant and received $500,000 for Phase 3 of the project. All Federal funding has been moved into Phase 4 to minimize costs associated with the use of federal funds. In addition Clive worked with Waukee to apply for a CPF grant that was originally requested by Waukee but moved to a Clive request with the moving of all Federal funding to Phase 4.

Project Funding (NOTE: All funding has been moved to Phase 4)

Phase 1 (Horizon to Douglas)	2022 STBG (FY26)	$ 750,000	(50% Clive/50% Waukee Split)
Phase 1 (Horizon to Douglas)	2023 STBG (FY27)	$ 600,000	(50% Clive/50% Waukee Split)
Phase 3 (Douglas to Berkshire)	2024 STBG (FY28)	$ 500,000	(100% Clive)
Phase 4 (Berkshire to Meredith)	2025 CPF (FY 26)	$1,000,000	(Split w/Waukee)
Phase 4 (Berkshire RAB)	2025 TSIP (FY 27)	$ 445,000	(Clive) (State Grant)

Current Schedule

Phase 1A – Completed in mid-2026
Phase 1B – Constructed in 2026
Phase 4 – Constructed in 2027
Phase 3 – Constructed in 2028
Phase 2 – Constructed in 2029

The construction of the phases was moved around to accommodate the federal funding in Phase 4 and the need to construct stormwater improvements from Little Walnut Creek to the south to provide storm sewer for the improvements in Phases 2 and 3. In addition, Waukee currently has the reconstruction of the bridge on Warrior Lane scheduled for 2027 and 2028. It is anticipated the bridge project will take 2 years to complete and Waukee would like to avoid having both Warrior Lane and Douglas closed at the same time.

2025-26 POLICY AGENDA: HIGH PRIORITY

Street Services Level and Projects Strategy: PCI Data and Study Update (JM) – This includes an update of the PCI data and an update of the maintenance, rehabilitation and reconstruction costs included in the 2017 Study. The project will also include training of Clive's Civil Engineer for the dTims software used to keep the PCI data. Council approved the Professional Services Agreement for the update at the December 12, 2024, Council meeting. A kickoff meeting for the update was held on January 6, 2025. HR Green has completed the report, and staff reviewed the report with City staff on September 25, 2025, and with Council at the November 20, 2025, workshop.

2025-26 POLICY AGENDA ACTIONS: LOW PRIORITY

Little Walnut Creek Restoration Project (RT) – At the January 12, 2023, Council Meeting, Council approved a PSA with Stantec for the streambank restoration design, trail design, mitigation banking and ecological restoration and Stantec is currently working on the design elements. The design and construction was coordinated with the construction of the Waukee NE Outfall Sewer. Council approved an amendment to the PSA with Stantec at the May 4, 2023, Council meeting. Staff provided Council with a project update at the August 10, 2023, Council meeting. The City awarded the east streambank improvements project to Iowa Earth Works at the December 14, 2023, City Council Meeting in the amount of $762,452.95, which was 51% below the project estimate. Council approved an addendum extending the date for substantial completion to December 31, 2024, to accommodate the delay in obtaining the DNR permit. The contractor did not complete the work in 2024 but completed the work on the east streambank in 2025. A walkthrough was completed the week of April 14, 2025**.** Council accepted the Little Walnut Creek East Streambank improvements on Final acceptance of this project will be on November 13, 2025.

The East Trail project was awarded to Howrey Construction in the amount of $807,787.50 at the March 13, 2025, Council meeting. The contractor completed the trail and Council accepted the east trail improvements on January 8, 2026.

The vegetative management project that needs to be completed prior to the west streambank and west trail improvements was awarded at the January 1, 2026 Council meeting. The project is being managed by the Parks Department. The contractor is currently working on this project.

The City has stamped plans for the west stream bank improvements and the west trail. The draft prospectus for the Mitigation Banking Insturment has been accepted and Stantec is working on updating the draft banking element of the project. In addition, Stantec is working on the ecological restoration portion of the project. **The floodplain permit application for the project was submitted to the Iowa DNR on March 18, 2026. The 401/404 permit applications were submitted to the US Army Corps of Engineers on in June 11, 2026 for the stream and June 12, 2026 for the trail, but the final permit for the MBI/Stream/trail area has not yet been submitted. Stantec is waiting on approval of an amendment before submitting.** Once the permits are approved, we will be able to go out for bids for the west streambank work.

Current Construction Schedule:	East Streambank work	Accepted at 11/13/25 Council Meeting
	East Trail reconstruction	Accepted at 1/8/26 Council Meeting
	Vegetative Management	Awarded at 1/8/26 Council Meeting
	Trail Bridge	2026
	West Streambank work	2026-27
	West Trail construction	2028

2025-26 MANAGEMENT AGENDA: TOP PRIORITY

Hickman Road & I35/80 Interchange Project (JM) – This is an Iowa DOT project. Clive and Urbandale worked together to add additional elements to the project. The additional elements include pedestrian and bicycle facilities, stormwater management, aesthetics, and gateway/landscaping improvements. The cities contracted with Snyder and Associates to provide the additional elements for the project along with access management and funding strategy considerations**.** Most of the elements included in the original Professional Services Agreement with Snyder and Associates were completed and Council approved a Professional Services Agreement (PSA) Amendment for the design of the additional elements at the January 12, 2023, Council Meeting. Snyder is working on the design work for the additional elements for the interchange project. Additionally, staff has confirmed with the IDOT that the $2.5 M in STBG funds and $800K in TAP funds received for the project will be credited to Clive and Urbandale's funding contribution. Staff has obtained the easements needed to connect the trail on the north side of Hickman to the Greenbelt Trail. An application for State Recreational Trails (SRT) Grant was submitted. An application for a REAP Grant was submitted for the trail connection to the Clive Greenbelt and staff was notified that the project scored very well but was the first project to NOT receive funding. Staff submitted a Federal Recreational Trails grant application. An application for a $25M RAISE grant was submitted. If successful, the grant would cover all of Clive and Urbandale's project costs and any the remaining grant would be used by the Iowa DOT. As of this time, the City's RAISE Grant has not been approved.

Phase 1

The first phase of this project was let on July 16, 2024. **The contractor has completed paving of mainline work on Stage 1 of the project. The trial remains closed and the DOT has indicated they will hold the contractor to completing and turning the trail over to the City by July 1, 2026.**

Phase 2 of the project has been let and awarded. The southbound on-ramp from Hickman to I35/80 and the southbound off-ramp from I35/80 to University were closed on Monday, April 21, 2025, and were reopened September 4, 2025. The northbound on-ramp from Hickman to I35/80 was reopened on September 11, 2025. The northbound onramps at University and Hickman and the southbound offramp at Hickman were closed on September 4, 2025. The ramps were re-opened in March of 2026. The contractor has completed setting girders which required the closing of Hickman. The DOT has stated there will be some lane closures on Hickman for work on the bridges, but no more full closures. The contractor is now working on Phase 2.

2025-26 MANAGEMENT AGENDA: HIGH PRIORITY

University Boulevard Pump Station Relocation Project (JH/JC/KF) – This project includes the upgrading of the pump station controls and the covering of the station. Council approved a PSA with Snyder and Associates and the design process started with a kickoff meeting on April 21, 2022. The consultant is working on the project and has identified 2 options. Staff met with Snyder on April 18, 2023, and discussed the options. Snyder met with staff on August 2nd to review the preliminary plans. Staff met with Snyder on March 28, 2024. Snyder is updating the opinion of probable cost (OPC) and will finish preliminary plans in preparation for submitting a mitigation funding grant. Doug Ollendike obtained state assistance on preparation of the grant and staff has started working on the grant application process. Council approved an addendum for the design of the pump station relocation at the November 14, 2024, Council meeting and staff is currently working on preparation of a BRIC Grant submittal. The BRIC grant program has been discontinued is now available. Staff has applied for an alternate funding opportunity for the project. Work continues on design. **Staff is currently working to finalize the site for the new pump station.**

2025-26 MANAGEMENT AGENDA:

WRA Parallel Common Trunk Sewer (JM) – The WRA is preparing to install a parallel trunk sewer that will pass through the Clive greenbelt from NW 73rd Street to west of NW 128th Street where it crosses Hickman Road into Urbandale. Staff met with the WRA's consultant on August 7, 2023. Staff received Phase 1 60% plans and met with the Consultant on July 25' 2024 to go over the plans. The WRA consultant has been working with impacted residents and has changed the alignment due to those discussions. Staff completed review of the 90% plans for Phase 1, from west of I35/80 to the west/northwest. The Consultant has completed the private easement acquisitions for Phase 1. The City approved the easement acquisitions the WRA needed from the City at the August 28, 2025, Council meeting. Phase 1 was let on November 18, 2025 and was awarded to Langman Construction. Langman has completed the clearing and grubbing in Clive and the bore under NW 128th Street. Langman is currently installing pipe between the trail and NW 128th. **The current schedule is for the Contractor to complete Stage 1(to NW 128th) by August 1 and to get the northside of Hickman by mid-August.**

Staff reached an agreement on the payment for trees and the City will receive $165,746. Now that clearing and grubbing has been completed, Staff has submitted a letter requesting payment for the trees and the City has received the payment.

The 90% plans for Phase 2 were received, and staff will met on May 26, 2026 to discuss the plans prior to submitting comments. The comments have been submitted and staff will be meeting with the WRA and consultant on June 22, 2026 to discuss the project and review the City's comments. The Phase 2 letting is planned for late 2026.

Plan for Converting Radio to Fiber Communications in Water Distribution System (JF/KF) – The City currently utilizes radio communications for meter reads and water system information. Staff has identified the fiber needed to connect the entire system with fiber and is talking with Waukee and West Des Moines to inquire about the availability of fiber in their systems to provide some redundancy for our fiber system. An estimate for the work was included in the proposed 2025 CIP.

Snow Removal Policy and Related Ordinances (JM/JF) - This includes a review of the City's Snow Removal Policy and related Ordinances. Staff plans to collect data over the 25/26 winter. Staff has started collecting data**.** With another mild winter, the opportunity to collect data was limited. Staff will compile and review the date we have.

Right-of-Way Management Right-of-Way Management - ROW Policies for Private Infrastructure (JM/JF/JA) **–** Staff is working on the fiber/ROW policy.

Herbicide & Pesticide Policy (MS4 Review) (JM/RT) – One of the items identified in the last MS4 review was the need to make sure we are not applying more herbicides and pesticides than are actually needed. Staff will be reviewing our operations to see what changes are needed to ensure we are only applying what is needed and making recommendations on how we should proceed with chemical applications in the future. Staff is reviewing the final draft of the report and will submit the report to the City Manager.

2024-25 MANAGEMENT IN PROGESS

Public Works Certification (JF) – This is an on-going project. Two years ago, the City implemented certification incentives for water and wastewater certifications. We continue to work with staff to obtain the available certifications.

Staff CDL Training Program (JM/JF) – New requirements for obtaining a Commercial Driver's License (CDL) have been established that include online training and classroom training. The costs and time associated with obtaining a CDL become an issue. In addition, hiring new staff that already have a CDL has become difficult. Staff has researched options and has found a company in Ankeny, CDL Now, that provides the necessary training and provides the truck for their students to drive. The cost is $1,050 per person, which is less than half of other options. Two Public Works employee have obtained their CDL through this company and based on how well this company has worked. The policy has been finalized and approved.

Large Meter Replacement (KF) – The City was previously replacing large meters that had reached the end of their service life and reached the point where no more needed to be replaced. We are now to the point where we need to start replacing large meters again. Staff continues to work on large meter replacements.

Clive Detention Basins and Ongoing Development Basins Maintenance/Repair Schedule (RT) – Staff has completed inspections of all public basins. Staff still need to inspect the private basins. Staff is working on a maintenance plan. The Water Resource Engineer has submitted a draft report and staff is reviewing the report.

Clark Street Pilot Green Infrastructure Evaluation After Action Report (RT) – Staff will complete the review.

Traffic Not Stopping at Stop Signs Policy (JM) –Staff is working on a draft policy and plans to present it to Council for discussion. This project has grown to include a look at all stop signs in the City and staff is currently comparing what is in the field to what is in the Code. Staff has completed the field survey and is currently finalizing the draft report.

MS4: 2025 Annual Reporting, Annual Inspection, Process Improvement (RT) – Staff has submitted the 2025 report.

Development Infrastructure Polices/SOP (JM) – Staff is working on these policies.

Informational Handouts for Private Improvements (JM/JH/JF) – Staff is finalizing the handouts.

5-Year Implementation Plan of Recommendations of 2016 Watershed MP (RT) – Staff is working on the recommendations.

Railroad Crossing Swanson Blvd Rehab: Evaluation Report (JH/JC) - Staff is working on identifying funding opportunities and working with CBI on their private spur.

Harbach Boulevard Phase 2 Reconstruction Project Easement with Glacier Properties: (JC) - Staff is working on the acquisition of the easements.

Stormwater Sewer Shed Development: Review (RT) - Staff will complete the review of the stormwater sewer shed.

Harbach District 1/Harbach Blvd Stormwater Pilot Program: Re-Evaluation (RT) - Staff will review the Pilot Program.

2025-26 MAJOR PROJECTS

2026 Annual Soil Quality Restoration (SQR) Citywide Cost-Share Program (JM/JMc) - This is scheduled for the fall of 2026.

2026 Annual Traffic Detection (CS) – This project includes the upgrade of traffic detection at one intersection each year. This is planned for the summer of 2026.

2026 Annual ACT Cabinet: Installation (JF/CS) - This project includes the replacement of the ACT cabinet at NW 156th and Hickman. This is planned for the spring of 2026.

Completion of ACT Traffic Cabinets Replacement: (JF/CS) - This project was included the CIP approved on December 12, 2024, and is scheduled to be completed in 2026. The project includes the replacement/ upgrade of the remaining traffic cabinets to ACT cabinets. Staff is working on the plans and specifications for this project.

2026 Annual Berkshire and Boston Street Light LED Relamp (CS) – The project will be completed in 2026 and this will be the final year of the retrofit. This project has been completed. All City owned street lights are now LED.

2026 Annual City Owned Street Light Pole Painting: Completion (JF/CS) - The project will be completed in 2026.

2025 Walk/Don't Walk Countdown Signals: Installation (CS) – The countdown signals at NW 138th and University have been installed.

2026 Walk/Don't Walk Countdown Signals: Installation (CS) – Staff plans to install the countdown signals in the fall of 2026.

Flashing School Safety Systems at Douglas Ave and Shuler Elementary (JF/CS) - The flashing school safety systems have been installed.

2024 Annual Pavement Rehabilitation Projects (JH/JC) – **Asphalt Overlay - Country Club Boulevard** – This is the work remaining from the 2024 Annual Pavement Rehabilitation Projects. A second asphalt overlay project on Country Club Boulevard was let and awarded to Des Moines Asphalt in the amount of $626,036.25 at the June 27, 2024, Council meeting. The contractor has completed the project and restoration. The contractor completed the work and Council accepted the improvements on January 8, 2026.

2025 Annual Pavement Rehabilitation Projects (JH/JC) – **(A) Residential PCC Patching** – Staff has completed plans for this project and the project was awarded to The Concrete Company in the amount of $634,965.00 at the March 13, 2025, Council Meeting. The contractor has completed the work and final closeout remains.

(B) Arterial PCC Patching – This project was be let on February 4, 2025, and was awarded to SKOL Trucking, LLC, in the amount of $418,691.00 at the February 13,2025 Council meeting. The Contractor has completed the work, but punch list items remain. (This includes the NW 142nd & University intersection).

(C) Asphalt Overlay – This project was let on February 4, 2025, and was awarded to Caliber Concrete in the amount of $770,789.72 at the February 13,2025 Council meeting. The contractor has completed the work on this project. The contractor completed the work and Council accepted the improvements on December 12, 2025.

2026 Annual Pavement Rehabilitation Projects (JH/JC) – **(A) Residential PCC Patching** – The 2026 project targets the area east of NW 156th and north of Hickman. Bids were received on February 5, 2026 and the Project was awarded to The Concrete Company, in the amount of $479,333.50, at the February 12, 2026 Council Meeting. **(B) Arterial PCC Patching –** The 2026 project will target University between NW 128th and Lake Pointe and Swanson Boulevard. The City received bids for the project on March 5, 2026 and the project was awarded to I-80 Concrete, in the amount of 439,150.00, at the March 12, 2026 Council Meeting. **(C) Asphalt Overlay** – The 2026 project will target the Country Club West area. Bids were received on February 5, 2026 and the Project was awarded to Des Moines Asphalt, in the amount of $902,983.28, at the February 12, 2026 Council Meeting. The contractor plans on starting in July.

Emerald Isle Drive Reconstruction (JH/JC) – The City accepted the improvements at the November 13, 2025 Council meeting.

2026 Annual Storm Sewer Intake Restoration Projects: (JM/JN) - This project will include the replacement of intakes in conjunction with the street rehabilitation projects.

2025 Annual Stormwater Restoration Projects: Completion (RT) – PW staff is finalizing the work on this project which included a WQI Grant for work on a basin north of Little Walnut Creek and South of NW 168th Street. This project has been completed.

2021-22 Annual Sewer Lining Program (JM) – This project is currently under contract with AccuJet and had a completion date of March 31, 2022. The preconstruction meeting was held on November 29th, 2021. The project is incomplete and there are some spots to touchup. Staff has contacted the contractor and requested immediate completion of the work. Staff is completing a review of Accujet's work and is finalizing the identification of the deficiencies. Staff is also working with the City's legal staff to call the bond on the project to have the work completed. In addition staff has discovered some areas where the lining was installed by AccuJet is failing. Staff has received an estimate from Hydro-Klean to address the issues and has worked with the City's attorney to submit a claim to the Bond Company. **We are currently waiting to hear back from the Bond Company.**

2025-26 Annual Sewer Lining Program (JM) – The Public Hearing was set at the October 23, 2025 City Council Meeting. Bids were received on November 18, 2025 and the project was awarded to Hydro-Klean, LLC, in the amount of $147,031.20 at the December 11, 2025, City Council meeting. The contractor has completed the cleaning work on the project. The project was accepted at the March 12, 2026 Council Meeting.

NW 114th Street Reconstruction (JH/JC) – This project included the reconstruction of NW 111th /NW 114th from where the pavement currently narrows, west and south to the Walnut Creek bridge. The reconstruction included the addition of a turning lane. Staff met with the 3 impacted businesses. Staff completed the final design for this project and bids were received on January 25, 2024. The project was awarded at the February 1,2024 Council meeting, to the Alliance Construction Group in the amount of $1,349,523.50. The preconstruction meeting was held on April 2, 2024 and the contractor started removals on April 23, 2024. The contractor could not start working on utilities until MidAmerican completed their relocation work. MidAmerican did not complete their relocations until Labor day. This project was delayed almost 8 weeks by MidAmerican's relocations. The contractor completed stage 1 and stage 2 in 2024. The delays caused by MidAmerican resulted in stage 3 being completed in the spring/summer of 2025. The contractor closed NW 114th Street on March 31st, 2025 and completed the work in July 2025. The project was accepted at the January 29, 2026 Council meeting.

Public Works Site Improvements Design & Approval (JM) **–** Staff will develop the plans for proposed future site plan improvements at the Public Works site.

Public Works Lobby Security: Completion (JM/JS) - Public Works has completed this project.

Public Works Security Camera Installation and Public Works Entrance Improvements: (JM/JS) – Public Works has finished the entrance improvements. All but one camera has been installed. The installation of the one camera is being held up by roof maintenance.

Forest Ave Water Main Replacement: Completion (JC) – Plans are complete and the project was let on February 18, 2025. The project was awarded to the Absolute Group in the amount of $388,066.50 at the February 27, 2025 Council meeting. The contractor has completed the work and the project has been accepted.

Harbach Boulevard Reconstruction Phase 2 – 82nd to 86th: Design, Construction & ROW Acquisition (JH/JC) – This project was delayed to allow coordination with the Linnan Park improvements. The conceptual design of this section of Harbach was by a consultant as part of the Linnan Park improvements design. Engineering completed the final design of the project. The Public Hearing was set at the January 29, 2026 Council meeting and bids were received on March 5, 2026. The project was awarded to Sternquist Construction, in the amount of $2,700,344.00, at the March 12, 2026 Council meeting. **The contractor has started work on the project and closed Harbach from NW 85th to NW 86th the week of May 26th**.

Douglas and Berkshire Intersection Signalization Project (JH) - This project was let on April 17, 2025 and awarded to Iowa Signal, Inc, in the amount of $235,174.00 at the April 24, 2025 Council meeting. The contractor has completed work on this project and the signals are in operation. This project was accepted at the November 13, 2025 Council meeting.

NW 78th & NW 80th Watermain Replacement Design: (JH/JC) - Engineering has started the design on this project. The project is tentatively scheduled for construction in 2027.

NW 86th Street Pavement Repair: (JH) – This project was awarded to the Concrete Contracting Company at the August 28, 2025 Council meeting, in the amount of $82,086.00. The project was accepted at the January 8, 2026 Council meeting.

NW 156th and Hickman ADA Improvements: (JH/JC) - This project is needed to bring the NW 156th Street intersection into ADA compliance. Council approved a PSA for design and construction services at the February 26, 2026, Council meeting. The kickoff meeting is scheduled for March 23, 2026 with construction planned in 2026. **Staff is currently reviewing the semifinal plans.**

NW 114th Street Bridge Repair Project: (JH) - This project was awarded to Boulder Contracting at the April 10, 2025 Council meeting, in the amount of $154,007.66. The bridge deck repairs were completed while NW 114th was closed. This project was accepted at the November 13, 2025 Council meeting.

Automatic Valves at Hawthorn, NW 86th and NW 118th – Replace valves and vaults – (KF) **–** The valves have been installed.

Little Walnut Creek Stream Bank Repairs East of Alice's Road: (RT/JS) – Parts of the restored streambank, east of Alice's Road were damaged due to heavy rains. Public Works has completed the repairs.

City Hall Approach Replacement: (JC) – This project was awarded to Stapes Concrete at the September 11, 2025 Council meeting, in the amount of $60,616.00. This project was accepted at the December 11, 2025 Council meeting.

City Hall Parking Lot Improvements/Overlay: (JC) – This project will include the milling and overlaying of the City Hall Parking lot. This project is scheduled to be completed in the spring of 2026. Engineering has finalized the design of the project. Bids were received on March 5, 2026 and the project was awarded to Grimes Asphalt, in the amount of $222,674.00, at the March 12, 2026 Council meeting. **The contractor completed the north 2/3 of the parking lot on May 22, 2026 and is currently working on the south 1/3.**

Little Walnut Creek Stream Bank Restoration East of Alice's Road: (RT/JS) **–** This project included the stabilization of the Little Walnut Creek streambanks, east of Alice's Road. This project was accepted at the November 13, 2025 Council meeting.

Memo

TO: Mayor and Council members
FROM: Elizabeth Hansen, Director of Administrative Services
DATE: June 25, 2026
RE: Treasurer's Report - May 2026

SYNOPSIS:
Please see the attached report.

Attachments:
1. May 26 Treasurer's Report

To the Mayor and City Council:

TREASURER'S MONTHLY REPORT - CITY OF CLIVE

May 31, 2026

The following is the statement of Receipts, Cash and Investments of all funds of the City for the Month of May

CASH

FUND	Clerks' Balance Last Report	Revenue	Expenditures	Flex PR Clearing -Net Change	Clerk's Balance	Outstanding Checks	Treasurer's Balance
GENERAL	14,336,557.92	1,127,198.45	2,376,404.41	65,158.83	13,152,510.79	552,225.12	12,600,285.67
ROAD USE	1,301,607.33	270,063.51	169,696.05	-	1,401,974.79	16,108.33	1,385,866.46
LOCAL OPTION SALES TAX	2,798,295.70	346,620.30	0.00	-	3,144,916.00	-	3,144,916.00
TIF	2,367,166.12	36,462.78	66,538.11	-	2,337,090.79	-	2,337,090.79
POLICE K-9	3,606.43	0.00	510.12	-	3,096.31	-	3,096.31
TRUST & AGENCY	3,727,899.28	128,812.55	317,199.53	-	3,539,512.30	33,155.04	3,506,357.26
POLICE SEIZURES	28,370.23	10,000.00	0.00	-	38,370.23	-	38,370.23
DEBT SERVICE	3,460,584.88	138,179.32	5,713,188.14	-	-2,114,423.94	-	-2,114,423.94
CAPITAL PROJECTS	34,735,294.56	6,055,250.78	1,829,916.49	-	38,960,628.85	787,475.91	38,173,152.94
SPECIAL ASSESSMENT	0.00	0.00	0.00	-	0.00	-	0.00
WATER UTILITY	8,889,818.18	385,885.99	316,151.52	-	8,959,552.65	29,357.10	8,930,195.55
WATER UTILITY DEPOSIT	377,426.16	2,501.00	2,129.11	-	377,798.05	2,042.11	375,755.94
WATER IMPROVEMENT	7,988.15	0.00	0.00	-	7,988.15	-	7,988.15
SEWER UTILITY	7,196,449.73	326,569.79	232,204.76	-	7,290,814.76	185,666.11	7,105,148.65
STORM WATER	132,234.82	153,650.72	55,253.91	-	230,631.63	21,935.63	208,696.00
INTERNAL SERVICES	1,589,303.31	0.00	12,583.20	-	1,576,720.11	12,583.20	1,564,136.91
SUBTOTAL	80,952,602.80	8,981,195.19	11,091,775.35	65,158.83	78,907,181.47	1,640,548.55	77,266,632.92
PETTY CASH	700.00	0.00			700.00		700.00
TOTAL COMB CASH	80,953,302.80	8,981,195.19	11,091,775.35	65,158.83	78,907,881.47	1,640,548.55	77,267,332.92
EBS- PSF FUNDING	389,668.70	0.00	0.00	-	389,668.70	-	389,668.70
EBS- FLEX FUNDING*	87,157.80	7,227.24	5,175.53	-	89,209.51	-	89,209.51
GRAND TOTAL	81,342,971.50	8,981,195.19	11,091,775.35	65,158.83	79,297,550.17	1,640,548.55	77,657,001.62

I hereby certify that the above statement is true and correct.

Finance Manager

The above indicated Clerk's balance agrees with those upon the Clerk's books.

Director of Administrative Services/ Treasurer

CITY OF CLIVE
COMBINED CASH INVESTMENT
MAY 31, 2026

COMBINED CASH ACCOUNTS

999-10100	CASH	78,615,786.36	
999-10101	PETTY CASH	700.00	
999-10106	EBS- PSF	389,668.70	
999-10110	XPRESS DEPOSIT ACCOUNT	291,395.11	
	TOTAL COMBINED CASH		79,297,550.17
	TOTAL ALLOCATED CASH		(79,297,550.17)
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

1	ALLOCATION TO GENERAL FUND		13,152,510.79
110	ALLOCATION TO ROAD USE TAX		1,401,974.79
121	ALLOCATION TO LOCAL OPTION SALES TAX		3,144,916.00
123	ALLOCATION TO TIF FUND		2,337,090.79
167	ALLOCATION TO POLICE K9	3,096.31	
168	ALLOCATION TO T & A FUND - BENEFITS & INSUR	3,477,347.75	
169	ALLOCATION TO T & A FUND - LIBRARY	33,051.24	
170	ALLOCATION TO T & A FUND - PUBLIC ART MAINT	21,102.00	
172	ALLOCATION TO PSF- EBS ACCOUNT	389,668.70	
174	ALLOCATION TO T & A FUND - PARK RESERVE	8,011.31	
	TOTAL T&A		3,932,277.31
178	ALLOCATION TO POLICE SEIZURES		38,370.23
200	ALLOCATION TO DEBT SERVICE		(2,114,423.94)
330	ALLOCATION TO CAP PJTS - TIF PROJECTS	18,263.39	
332	ALLOCATION TO CAP PJTS - SOIL QUALITY RES	20,525.34	
334	ALLOCATION TO CAP PJTS-TRAFFIC IMPROVE & SAF	1,667,289.99	
335	ALLOCATION TO CAP PJTS - SW PAY IN LIEU	183,374.42	
337	ALLOCATION TO CAP PJTS - PUBLIC SAFETY FACIL	24,839.15	
338	ALLOCATION TO CAP PJTS - PW ROOF AND DOORS	9,326.07	
339	ALLOCATION TO CAP PJTS -NW 86TH LAND ACQ	(313,931.97)	
341	ALLOCATION TO CAP PJTS - FLOOD ALERT	38,330.39	
342	ALLOCATION TO CAP PJTS - FLOOD PRONE PROPERT	3,405,188.53	
344	ALLOCATION TO CAP PJTS - 2015 CENSUS	(9,794.84)	
345	ALLOCATION TO CAP PJTS - EMERALD ISLE DEVEL	150,761.06	
346	ALLOCATION TO CAP PJTS - 2022 HMGP SUBAWARD	154,081.80	
348	ALLOCATION TO CAP PJTS - FLD BUYOUT TEMP PK	179,757.72	
349	ALLOCATION TO CAP PJTS - UNIV BLVD FLD MIT	(122,930.00)	
350	ALLOCATION TO CAP PJTS- CITY FACILITY IMPR	642,111.34	
354	ALLOCATION TO CAP PJTS -2025 FIRE ENGINE	881,373.03	
356	ALLOCATION TO CAP PJTS - WEST PET	18,618.91	
357	ALLOCATION TO CAP PJTS - WATER RESOURCE GRTS	13,218.38	
358	ALLOCATION TO CAP PJTS - TREE SALE	6,352.05	
366	ALLOCATION TO CAP PJTS-PORTER SHELTER AREA	209,588.00	
369	ALLOCATION TO CAP PJTS - CAMPBELL REC AREA	31,977.00	
371	ALLOCATION TO CAP PJTS - GRNBELT LAND ACQ	190,949.99	
372	ALLOCATION TO CAP PJTS -CANARY PARK DEVELOP	21,859.22	
374	ALLOCATION TO CAP PJTS - GREENBELT LANDING	(203,567.66)	
375	ALLOCATION TO CAP PJTS - GREENBELT MGMT PLAN	303,738.11	
381	ALLOCATION TO CAP PJTS -82ND ST TRL PROJ	(30,568.00)	

382	ALLOCATION TO CAP PJTS - 86TH ST IMPL PLAN	39,622.00	
384	ALLOCATION TO CAP PJTS - RIO VALLEY PARK	76,292.36	
386	ALLOCATION TO CAP PJTS - ALICES RD PARK	(24.72)	
387	ALLOCATION TO CAP PJTS - LINNAN PK	1,967,538.45	
388	ALLOCATION TO CAP PJTS - INDIAN HILLS PARK	76,292.36	
389	ALLOCATION TO CAP PJTS - LITTLE WALNUT CREEK	8,283,269.43	
390	ALLOCATION TO CAP PJTS - CIRKSENA PARK	(683.93)	
391	ALLOCATION TO CAP PJTS - TRAIL PAVE/PARK CAP	22,638.53	
393	ALLOCATION TO CAP PJTS - WALNUT HILLS STORMW	4,844.44	
395	ALLOCATION TO CAP PJTS - HARBACH RECON	929,533.99	
396	ALLOCATION TO CAP PJTS - NW 128TH & HICKMAN	881,130.67	
427	ALLOCATION TO CAP PJTS - STORM WATER CAPITAL	724,557.16	
428	ALLOCATION TO CAP PJTS - 103RD ST STORM WAT	100,000.00	
429	ALLOCATION TO CAP PJTS - SEWER REHAB	85,720.78	
430	ALLOCATION TO CAP PJTS - METER/VALVE CHG OUT	65,186.42	
433	ALLOCATION TO CAP PJTS - SEWER CAPITAL	359,158.64	
435	ALLOCATION TO CAP PJTS - WATER CAPITAL	541,132.51	
436	ALLOCATION TO CAP PJTS - UNIV BLVD PUMP STAT	115,408.00	
440	ALLOCATION TO CAP PJTS -ALICES RD PH1 (1A)	2,529,748.48	
441	ALLOCATION TO CAP PJTS -ALICES RD PH1 (1B)	6,715,505.79	
442	ALLOCATION TO CAP PJTS -ALICES RD PHASE 2	1,365,432.05	
443	ALLOCATION TO CAP PJTS -ALICES RD PHASE 3	(54.00)	
444	ALLOCATION TO CAP PJTS -ALICES RD PHASE 4	2,709,822.80	
445	ALLOCATION TO CAP PJTS -ALICES RD PHASE 5	(30,988.02)	
454	ALLOCATION TO CAP PJTS - NORTH NEIGHBOR IMPR	155,753.98	
457	ALLOCATION TO CAP PJTS - N NEIGH ARTERIAL RD	793,256.55	
462	ALLOCATION TO CAP PJTS - HICKMAN I-35/80 INT	315,607.67	
464	ALLOCATION TO CAP PJTS -ALICES RD IMPROV	3,434,086.20	
468	ALLOCATION TO CAP PJTS - N NEIGHBOR ST LIGHT	2,656.01	
471	ALLOCATION TO CAP PJTS - 111TH & HICKMAN INT	(137,703.17)	
476	ALLOCATION TO CAP PJTS - FRANCHISE ST PROJ	(758,377.43)	
482	ALLOCATION TO CAP PJTS-DEVELOPMENT PLANNING	8,289.65	
485	ALLOCATION TO CAP PJTS - PUBLIC ART CAPITAL	77,243.78	
487	ALLOCATION TO FUND 487	18,000.00	
	TOTAL PROJECTS		38,960,628.85
	TOTAL SPECIAL ASSESMENTS		.00
600	ALLOCATION TO WATER UTILITY FUND	8,959,552.65	
601	ALLOCATION TO WATER UTILITY DEPOSIT FUND	377,798.05	
604	ALLOCATION TO WATER IMPROVEMENT FUND	7,988.15	
610	ALLOCATION TO SEWER UTILITY FUND	7,290,814.76	
740	ALLOCATION TO STORM WATER FUND	230,631.63	
810	ALLOCATION TO INTERNAL SERVICE FUND	2,069,417.11	
820	ALLOCATION TO INTERNAL SERVICE FUND	(492,697.00)	
830	ALLOCATION TO PETTY CASH FUND	700.00	

TOTAL	18,444,205.35
TOTAL ESCROW ACCOUNT	.00
TOTAL ALLOCATIONS TO OTHER FUNDS	79,297,550.17
ALLOCATION FROM COMBINED CASH FUND - 999-10111	(79,297,550.17)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: June 25, 2026
RE: Approve 06/11/2026 City Council Minutes

SYNOPSIS:

Attachments:
1. cc Minutes 06_11_2026

CLIVE CITY COUNCIL MEETING MINUTES
REGULAR MEETING
JUNE 11, 2026
CITY HALL COUNCIL CHAMBERS

Call to Order/Roll Call/Pledge of Allegiance
Mayor Edwards presided and called the meeting to order at 6:00 p.m. Council Members present were: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Absent: None. Public access was available in person at City Hall and electronically via Zoom. Access information was included with the posted agenda and on the City's website.

Approval of the Agenda
Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Nays: None. Abstained: None. Motion carried.

Citizens Presentation
Mayor Edwards opened the Citizens Presentation; no speakers came forward to address the Council.

Consent Items
Eric Klein moved approval, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Nays: None. Abstained: None. Motion carried. 1. City Manager Memo; 2. Approve 05/28/2026 City Council Minutes; 3. Bill List; 4. Approve Retail Tobacco Sales License Renewal Application - Love's Travel Stop - 11820 Hickman Road; 5. Approve New Retail Alcohol Sales License Application - 515 Brewing - 7700 University Avenue; 6. Approve New Retail Alcohol Sales License Application - Bella Love Event Venue - 8801 University Avenue, Suite 29; 7. Approve New Retail Alcohol Sales License Application - Mexico De Mis Sabores - 1800 NW 86th Street, Suite 11; 8. **Resolution 2026-142** Approving Substantial Completion and Acceptance of the Work - City Hall Renovation Phase 2 Project; 9. **Resolution 2026-143** Approving Change Order #2 - The Concrete Company - 2026 Residential PCC Pavement Rehabilitation Project - $3,500.00; 10. Approve Pay Request #1 - PFM Group Consulting LLC - Multi-Year Financial Model (Service 1) - $44,220.00; 11. Approve Pay Request #1 - The Concrete Company - 2026 Residential PCC Pavement Rehabilitation Project - $63,116.69; 12. Approve Pay Request #2 (Retainage) - Pearson's Dirtwork & Trucking - 2026 Flood Mitigation Demolition Project (7705 University Avenue) - $2,565.00; 13. Approve Pay Request #2 - The Concrete Company - 2026 Curb and Gutter Repair Project - $12,222.76; 14. Approve Pay Request #3 - Mainline Construction - Alice's Road Reconstruction Phase 1B - $235,630.46; 15. Approve Pay Request #5 - Elite Glass and Metal - City Hall Renovation Phase 2 Project - $354.05; 16. Approve Pay Request #6 - Caliber Concrete - Linnan Park Construction Project - $9,500.00; 17. Approve Pay Request #6 - Elite Fire Sprinkler - City Hall Renovation Phase 2 Project - $4,885.89; 18. Approve Pay Request #8 - Keystone Construction - City Hall Renovation Phase 2 Project - $9,459.12; 19. Approve Pay Request #8 - On Track Construction, LLC - Linnan Park Construction Project - $36,181.00; 20. Approve Pay Request #9 - NAI Electrical - City Hall Renovation Phase 2 Project - $2,350.99; 21. Approve Pay Request #11 - Country Landscapes - Greenbelt Landing Construction Project - $245,100.79; 22. Approve Pay Request #11 - Hansen Company - Linnan Park Construction Project - $73,355.67; 23. Approve Pay Request #17 - On Track Construction - Greenbelt Landing Construction Project - $37,627.41; 24. Approve Pay Request #19 - Air-Con Mechanical Corp. - Greenbelt Landing Construction Project - $5,320.00; 25. Approve Pay Request #20 - Keystone Construction - Greenbelt Landing Construction Project - $64,155.51; 26. **Resolution 2026-144** Approving Proposal for Installation of Streetlights on Alice's Road Reconstruction Project - Phase 1B - MidAmerican Energy Company - $98,712.96; 27. **Resolution 2026-145** Approving Contract - Lyle Sumek Associates, Inc - 2026 Strategic Planning Consultant Services - $32,000.00; 28. **Resolution 2026-146** Accepting First Amendment to Storm Sewer and Water Main Easement - Lot 30 Shadow Creek Plat 5; 29. **Resolution 2026-147** Accepting First Amendment to Storm

Sewer and Overland Flowage Easement - Shadow Creek Plat 5- Lot 52; 30. **Resolution 2026-148** Approving Second Amendment to Declaration of Covenants, Conditions, Easements and Restrictions for Shadow Creek Plat 2; 31. **Resolution 2026-149** Approving Satisfaction of Agreement to Complete Site Improvements Lot 1, Lot 2, and Lot C of 7 Flags Subdivision 2100 NW 100th Street; 32. **Resolution 2026-150** Approving the Acquisition of 2787 and 2791 W Avenue, Waukee, IA for the Alice's Road Reconstruction Project, Including a Purchase Agreement and Lease to Ron Husted for 2787 W Avenue, Waukee, IA; 33. **Resolution 2026-151** Authorizing Submission of a Flood Mitigation Assistance Application; 34. **Resolution 2026-152 through Resolution 2026-165** Approving FY26 Budget Transfers (listing in packet); 35. **Resolution 2026-166** Approving Amended Job Descriptions For Full-Time Positions; 36. Approve Pay Rate - Rob Harris - Full-Time Fire Lieutenant - $106,000/year - Effective 06/29/2026.

Action Items

1. **1st Consideration of Proposed Ordinance 1178 Amending Title 6, Chapter 7, Personal Transportation and Mobility Devices.** Police Chief Mark Rehberg explained that, due to the extent of the revisions made to the proposed ordinance following its prior first reading and subsequent Council consideration, staff recommended restarting the ordinance reading process. Chief Rehberg presented the revised ordinance and recommended approval of the first consideration. Comments were provided by Des Moines Street Collective Executive Director Alex Rice. Eric Klein moved approval of the first consideration, seconded by Ted Weaver. Roll Call: Ayes: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Nays: None. Abstained: None. Motion carried.

2. **Site Plan - Ivory Lotus Therapy - 16360 Sheridan Avenue.** Senior Planner Amanda Grutzmacher presented the matter to the Council and recommended approval. Eric Klein moved approval, seconded by Breanne Hocker. Roll Call: Ayes: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Nays: None. Abstained: None. Motion carried.

3. **Resolution 2026-167 Approving Termination of Agreement - Fire/EMS Services - Westside Station with City of West Des Moines.** City Manager Matt McQuillen presented the matter to the Council and recommended approval. Eric Klein moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Nays: None. Abstained: None. Motion carried.

4. **Approve Pay Rate - Ronald Gaines - Director of Public Works - $166,500/year - Effective 7/22/2026.** City Manager Matt McQuillen presented the matter to the Council and recommended approval. Ted Weaver moved approval, seconded by Eric Klein. Roll Call: Ayes: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Nays: None. Abstained: None. Motion carried.

5. **Resolution 2026-168 Approving City Manager Salary and Benefits Package FY 2026/2027.** Council members Weaver and Judkins presented the matter and recommended approval. Ted Weaver moved approval, seconded by Susan Judkins. Roll Call: Ayes: Ted Weaver, Susan Judkins, Eric Klein, Breanne Hocker, Sadie Gasparotto. Nays: None. Abstained: None. Motion carried.

Discussion

1. Clive Communications Report, January through May 2026 - Communications Specialist Molly Elder.

Reports

Assistant City Manager Report was given by Pete De Kock.
Council Member Committee Reports were presented.
City Manager Report was given by Matt McQuillen.

The meeting was adjourned at 7:51 p.m.

_____
Matthew D. Graham, City Clerk

_____
John D. Edwards, Mayor

Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: June 25, 2026
RE: Bill List

SYNOPSIS:

Attachments:
1. Bill List

Date Paid	Vendor Name	Description	Amount Paid
05/29/2026	ABSOLUTE GROUP	FOREST AVE WATER MAIN REPLACEMENT PAY REQ 5 FINAL	9,448.85
06/08/2026	ACCO	POOL CHEMICALS	2,186.30
06/08/2026	ACCO	CHEMTROL PROBES	820.00
06/08/2026	ACCO	CHEMTROL PROBE AND CHEMICALS	949.90
06/22/2026	ACCO	POOL CHEMICALS	2,156.40
06/22/2026	ACCO	2" INLET CAPS	455.50
06/22/2026	ACCO	2 POOL CHAIR LIFTS	9,665.00
06/22/2026	ACCO	CHEMTROL PROBE	425.00
06/22/2026	ACCO	POOL CHEMICALS	1,777.30
06/22/2026	ACCO	CAC VACUUM - DOLPHIN WAVE 90I	2,249.00
06/22/2026	ACME ROLL OFF COMPANY	DUMSTER RENTAL	521.00
06/08/2026	ACME TOOLS	SHOP TOOLS	716.99
06/08/2026	ACME TOOLS	RATCHET	229.00
06/22/2026	ACME TOOLS	TRAFFIC SUPPLIES	393.80
06/22/2026	ACME TOOLS	TOOLS FOR WATER MAIN BREAKS	976.00
06/22/2026	ACME TOOLS	TOOLS/REPAIR	338.93
06/22/2026	ACME TOOLS	TRAFFIC SUPPLIES	1,199.00
06/22/2026	ACME TOOLS	CREDIT	1,199.00-
06/22/2026	ACME TOOLS	TRAFFIC SUPPLIES	1,169.00
06/08/2026	ADA MOWING	PARKS CONTRACT MOWING	25,652.06
06/12/2026	AFLAC	CURRENT PAY WITHHOLDING AFLAC PRE TAX Pay Period: 06/06/2026	91.32
06/08/2026	AIA CORPORATION	SHAFFER CLOTHING ALLOWANCE	208.90
06/08/2026	AIA CORPORATION	PALMER CLOTHING ALLOWANCE	179.11
06/22/2026	AIA CORPORATION	HUDSON CLOTHING ALLOWANCE	95.18
06/08/2026	AIA CORPORATION	PETERSON CLOTHING ALLOWANCE	74.43
06/22/2026	AIA CORPORATION	UNIFORM ALLOWANCE - MUERNER	92.09
06/08/2026	AIA CORPORATION	GLAZA UNIFORM ALLOWANCE	86.07
06/22/2026	AIA CORPORATION	MEASE UNIFORM ALLOWANCE	54.85
06/22/2026	AIA CORPORATION	K. DAVIS CLOTHING ALLOWANCE	16.98
06/22/2026	AIA CORPORATION	MATEER CLOTHING ALLOWANCE	49.99
06/11/2026	AIR-CON MECHANICAL CORP	GREENBELT LANDING PRJCT PAY REQ 19	5,320.00
06/22/2026	ALICIA O'CONNELL	YOGA INSTRUCTION	150.00
06/22/2026	ALL FORMS & SUPPLIES LTD	PRINTING - NOTARY SEALS	95.98
06/08/2026	ALL MAKES	MISC SUPPLIES-LIBRARY MOTHERS ROOM	3,928.05
06/22/2026	ALL MAKES	GREENBELT LANDING/CREEKSIDE PAVILION FURNITURE	714.38
06/22/2026	ALL MAKES	CH WORKROOM CABINET	3,004.99
06/08/2026	ALLENDAN SEED COMPANY	WOODLAND/ SAVANNA SEED	2,566.98
06/22/2026	ALLENDAN SEED COMPANY	EAST ALICE'S COVER CROP	45.00
06/08/2026	ALLENDER BUTZKE ENGINEERS INC	LINNAN PARK CONSTRUCTION ENGINEERING	456.36
06/22/2026	ALLENDER BUTZKE ENGINEERS INC	LINNAN PARK CONSTRUCTION ENGINEERING	456.36
06/08/2026	ALLENDER BUTZKE ENGINEERS INC	LINNAN PARK CONSTRUCTION ENGINEERING	892.36
06/22/2026	ALTERNATE FORCE	EQUIPMENT	416.00
06/08/2026	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	66.97
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY BOOK-ADULT	63.28
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLIVE LIBRARY CREATION	21.50
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLIVE LIBRARY CREATIONS HARBACH	15.60
06/22/2026	AMAZON CAPITAL SERVICES	CREDIT	163.62-
06/22/2026	AMAZON CAPITAL SERVICES	WDM POOL PASS SCANNER FOR CAC	67.45
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES BINGO HARBACH	108.90
06/08/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS HARBACH	90.94
06/08/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	28.75
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	39.98
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	120.37
06/08/2026	AMAZON CAPITAL SERVICES	FSS SUPPLIES	43.98
06/08/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	220.69
06/08/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	61.58
06/22/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	26.90
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA CREDIT	3.88-

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	AMAZON CAPITAL SERVICES	ADHESIVE MAGNETS	14.36
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	32.18
06/22/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS	312.20
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12.03
06/08/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOK HARBACH	22.40-
06/08/2026	AMAZON CAPITAL SERVICES	MINOR EQUIPMENT	246.00
06/22/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	127.03
06/22/2026	AMAZON CAPITAL SERVICES	SUPPLIES	37.99
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY BOOK-ADULT	28.50
06/22/2026	AMAZON CAPITAL SERVICES	BINGO SUPPLIES	18.95
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC HARBACH	1.90
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC	7.59
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES-AOTAR	101.07
06/08/2026	AMAZON CAPITAL SERVICES	TRAFFIC/ROW SUPPLIES	379.98
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA	61.92
06/08/2026	AMAZON CAPITAL SERVICES	FSS SUPPLIES	101.75
06/08/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	8.99
06/08/2026	AMAZON CAPITAL SERVICES	TRASH CANS	926.94
06/08/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS	579.43
06/22/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS	239.62
06/08/2026	AMAZON CAPITAL SERVICES	LANDSCAPE BORDER STAKES	113.03
06/22/2026	AMAZON CAPITAL SERVICES	SUPPLIES	40.98
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA	19.95
06/22/2026	AMAZON CAPITAL SERVICES	HERBICIDE	154.00
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	261.91
06/08/2026	AMAZON CAPITAL SERVICES	CAC FIRST AID SUPPLIES	218.44
06/08/2026	AMAZON CAPITAL SERVICES	CAC CONCESSIONS	51.28
06/22/2026	AMAZON CAPITAL SERVICES	CHILD PROGRAM SUPPLIES	808.21
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY BOOK-ADULT	31.87
06/08/2026	AMAZON CAPITAL SERVICES	DOUBLE SIDED TAPE	19.98
06/08/2026	AMAZON CAPITAL SERVICES	POOL BASKETBALLS	17.99
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES CC	22.48
06/22/2026	AMAZON CAPITAL SERVICES	YOUNG ADULT BOOKS	10.99
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA	41.77
06/22/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BKS CC	164.43
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/22/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	38.53
06/08/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS	310.69
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	34.65
06/22/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES HARBACH	37.59
06/22/2026	AMAZON CAPITAL SERVICES	CLEANING/PAINTING HYDRANT SUPPLIES	163.62
06/22/2026	AMAZON CAPITAL SERVICES	TRAFFIC SUPPLIES	75.98
06/08/2026	AMAZON CAPITAL SERVICES	HISTORICAL SOCIETY	205.90
06/08/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS	112.76
06/08/2026	AMAZON CAPITAL SERVICES	REFUND EQUIPMENT	87.22-
06/08/2026	AMAZON CAPITAL SERVICES	REFUND EQUIPMENT	87.22-
06/08/2026	AMAZON CAPITAL SERVICES	CLIVE OFFICE SUPPLIES	7.99
06/08/2026	AMAZON CAPITAL SERVICES	HARBACH OFFICE SUPPLIES	29.97
06/22/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	22.25
06/22/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS	16.50
06/22/2026	AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES	53.77
06/08/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	68.38
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	11.23
06/08/2026	AMAZON CAPITAL SERVICES	FIRST AID REFILL	18.56
06/08/2026	AMAZON CAPITAL SERVICES	UNIFORM ALLOWANCE	157.17
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/22/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	83.58
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	361.52

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	AMAZON CAPITAL SERVICES	MEETING EXPENSE	33.61
06/22/2026	AMAZON CAPITAL SERVICES	OTHER EQUIPMENT	24.95
06/22/2026	AMAZON CAPITAL SERVICES	POOL PASS PRINTING CARDS	46.51
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC	42.77
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC HARBACH	7.20
06/08/2026	AMAZON CAPITAL SERVICES	RESTROOM SUPPLIES	12.03
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC	5.59
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC HARBACH	1.40
06/08/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	9.99
06/22/2026	AMAZON CAPITAL SERVICES	MISC WATER	376.65
06/22/2026	AMAZON CAPITAL SERVICES	BUILDING MAINTENANCE	22.75
06/22/2026	AMAZON CAPITAL SERVICES	BUILDING MAINTENANCE	22.75
06/22/2026	AMAZON CAPITAL SERVICES	BUILDING MAINTENANCE	22.75
06/22/2026	AMAZON CAPITAL SERVICES	BUILDING MAINTENANCE	22.74
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BKS CC	219.89
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/22/2026	AMAZON CAPITAL SERVICES	CHILDREN'S PROGRAM SUPPLIES	20.53
06/08/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA	85.94
06/22/2026	AMAZON CAPITAL SERVICES	CARD PRINTER RIBBON	327.64
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	195.78
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	113.19
06/22/2026	AMAZON CAPITAL SERVICES	TOILET PAPER	56.72
06/22/2026	AMAZON CAPITAL SERVICES	MATEER CLOTHING ALLOWANCE - RETURN	64.95-
06/08/2026	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	42.51
06/22/2026	AMAZON CAPITAL SERVICES	CHILDREN'S BOOKS	75.51
06/22/2026	AMAZON CAPITAL SERVICES	CHILDREN'S BOOKS HARBACH	8.39
06/22/2026	AMAZON CAPITAL SERVICES	POOL BLASTER VACUUM	828.94
06/22/2026	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	18.99
06/22/2026	AMAZON CAPITAL SERVICES	PRINTER INK MANAGER OFFICE	55.89
06/08/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS	18.70
06/08/2026	AMAZON CAPITAL SERVICES	WATER SUPPLIES	43.98
06/08/2026	AMAZON CAPITAL SERVICES	SUPPLIES	13.98
06/22/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS HARBACH	121.60
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA CREDIT	1.14-
06/22/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS HARBACH	65.25
06/08/2026	AMAZON CAPITAL SERVICES	MANAGER OFFICE SUPPLIES	16.58
06/08/2026	AMAZON CAPITAL SERVICES	DIVING PROGRAM SUPPLIES	252.00
06/22/2026	AMAZON CAPITAL SERVICES	SAFETY	129.49
06/22/2026	AMAZON CAPITAL SERVICES	SAFETY	129.49
06/22/2026	AMAZON CAPITAL SERVICES	SAFETY	129.49
06/22/2026	AMAZON CAPITAL SERVICES	SAFETY	129.49
06/22/2026	AMAZON CAPITAL SERVICES	PARTS	25.98
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	187.04
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BKS CC	12.00
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	132.00
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	210.37
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/22/2026	AMAZON CAPITAL SERVICES	CAC CONCESSION SUPPLIES	39.95
06/08/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA	81.28
06/22/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS HARBACH	30.62
06/22/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BKS CC	224.39
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY BOOK-ADULT	224.39
06/22/2026	AMAZON CAPITAL SERVICES	BINGO SUPPLIES	65.99
06/22/2026	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	284.54
06/22/2026	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES HARBACH	68.71
06/22/2026	AMAZON CAPITAL SERVICES	EQUIPMENT	738.01
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-

Date Paid	Vendor Name	Description	Amount Paid
06/08/2026	AMAZON CAPITAL SERVICES	MOBILE RADIO TOWER CONVERTER CABLES AND ADAPTER	42.12
06/08/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA CC CREDIT	4.99-
06/22/2026	AMAZON CAPITAL SERVICES	BINGO SUPPLIES	218.61
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	63.10
06/22/2026	AMAZON CAPITAL SERVICES	OZONE GENERATOR	450.97
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/22/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES HARBACH	12.43
06/08/2026	AMAZON CAPITAL SERVICES	ADULT FICTION BOOKS HARBACH	78.00
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	347.67
06/08/2026	AMAZON CAPITAL SERVICES	FSS SUPPLIES	9.45
06/08/2026	AMAZON CAPITAL SERVICES	SUPPLIES	54.24
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	29.99
06/22/2026	AMAZON CAPITAL SERVICES	SUPPLIES	44.94
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BKS CC	146.90
06/08/2026	AMAZON CAPITAL SERVICES	HISTORICAL PRESERVATION	192.80
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/22/2026	AMAZON CAPITAL SERVICES	LIBRARY BOOK ADULT	133.83
06/08/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA	29.99
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	28.33
06/08/2026	AMAZON CAPITAL SERVICES	LIBRARY MEDIA CC	27.99
06/22/2026	AMAZON CAPITAL SERVICES	KIDS FOR ART SUPPLIES	230.55
06/08/2026	AMAZON CAPITAL SERVICES	WHEELS FOR GRINDER	37.66
06/08/2026	AMAZON CAPITAL SERVICES	SUPPLIES	17.97
06/22/2026	AMAZON CAPITAL SERVICES	ADULT MEDIA	157.25
06/22/2026	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	244 10
06/08/2026	AMAZON CAPITAL SERVICES	WALK BEHIND PAINT SPRAYER	71.23
06/22/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	113.83
06/22/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC	17.98
06/22/2026	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES CLC HARBACH	4.50
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/08/2026	AMAZON CAPITAL SERVICES	SUPPLIES	567.92
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/08/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS CREDIT	12.00-
06/22/2026	AMAZON CAPITAL SERVICES	ADULT LIBRARY BOOKS	220.67
06/22/2026	AMAZON CAPITAL SERVICES	FSS SUPPLIES	57.85
06/08/2026	AMERICAN RED CROSS	WSI CERTIFICATION CLASS	405.00
06/12/2026	AMERITAS LIFE INSURANCE GRP- VISION	CURRENT PAY WITHHOLDING VISION INSURANCE Pay Period: 06/06/2026	537.46
06/08/2026	ARNOLD MOTOR SUPPLY	BROKEN TOOLS REPLACEMENT	107.18
06/08/2026	ARNOLD MOTOR SUPPLY	VEHICLE MAINT	21.07
06/08/2026	ARNOLD MOTOR SUPPLY	#773 PARTS	26.94
06/08/2026	ARNOLD MOTOR SUPPLY	#773 STOCK	26.94
06/08/2026	ARNOLD MOTOR SUPPLY	#74 PARTS/SHOP SUPPLIES	120.14
06/22/2026	ARNOLD MOTOR SUPPLY	CABLE WIRE FOR #754 MESSAGE BOARD	9.18
06/22/2026	ARNOLD MOTOR SUPPLY	LUBE FOR SLIDES ON SHORING TRAILER	18.66
06/22/2026	ARNOLD MOTOR SUPPLY	CUBES FOR SLIDES ON SHORING BOXES	27.99
06/22/2026	ARNOLD MOTOR SUPPLY	PARTS	24.85
06/08/2026	AT & T MOBILITY	PATROL CELL PHONES	647.06
06/08/2026	AT & T MOBILITY	EMS CELL PHONES	178.36
06/22/2026	AT & T MOBILITY	GPS DATA PLAN	35.79
06/08/2026	ATLANTIC BOTTLING	CAC CONCESSIONS	378.60
06/08/2026	ATLANTIC BOTTLING	CAMPBELL CONCESSIONS	224.58
06/08/2026	ATLANTIC BOTTLING	CAC CONCESSIONS	124.56
06/22/2026	ATLANTIC BOTTLING	CAMPBELL CONCESSIONS	164.56
06/22/2026	ATLANTIC BOTTLING	CAC CONCESSIONS	849.08
06/22/2026	ATLANTIS GLOBAL LLC	OFFICE SUPPLIES	429.00
06/22/2026	AUREON COMMUNICATIONS	INTERNET - CH	787.68
06/22/2026	BAKER GROUP	PROFESSIONAL FEES	3,105.00

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	BAKER GROUP	PROFESSIONAL FEES	3,105.00
06/22/2026	BAKER GROUP	CREEKSIDE PAVILION DOOR ACCESS CONTROLS	4,936.50
06/08/2026	BAKER GROUP	HVAC REPAIRS	902.33
06/08/2026	BAKER GROUP	HVAC REPAIRS	243.20
06/08/2026	BAKER GROUP	HVAC REPAIRS	531.67
06/22/2026	BAKER GROUP	PROFESSIONAL FEES	155.00
06/22/2026	BAKER GROUP	RTU REPAIRS	645.34
06/22/2026	BAKER GROUP	CAMERA REPAIR	543.00
06/22/2026	BAKER GROUP	RTU EMERGENCY REPAIR	13,114.00
06/22/2026	BAKER GROUP	RTU EMERGENCY REPAIR	13,425.00
06/22/2026	BAKER GROUP	PROFESSIONAL FEES	782.45
05/31/2026	BANKERS TRUST	HSA CONTRIBUTION CORRECTION	169.83
06/08/2026	BANNER FIRE EQUIPMENT INC	321 VALVE KIT	266.48
06/08/2026	BAX SALES INC	MISCELLANEOUS SUPPLIES	264.29
06/08/2026	BAX SALES INC	BOLTS FOR 156TH/HAWTHORN	3.44
06/08/2026	BAX SALES INC	6" VALVE BOLTS	8.24
06/08/2026	BAX SALES INC	6" VALVE BOLTS	8.24
06/22/2026	BAX SALES INC	TRAFFIC SUPPLIES	21.91
06/22/2026	BAX SALES INC	LEAKING FITTING REPLACEMENT	36.52
06/22/2026	BAX SALES INC	PARTS	12.32
06/08/2026	BEFORE AND AFTER THE BIRTH LLC	MISC CONTRACT WORK-CHILDREN	140.00
06/22/2026	BENTLEY RIDGE TREE FARM	TREES	1,472.00
06/08/2026	BENTLEY RIDGE TREE FARM	TREES	694.00
06/08/2026	BENTLEY RIDGE TREE FARM	TREES	372.00
06/08/2026	BOOK FARM LLC, THE	BOOKS-CHILDREN	25.95
06/08/2026	BOOT BARN INC	BOOTS Z LEWIS	118.99
06/08/2026	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	146.52
06/08/2026	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	7.81
06/08/2026	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	187.60
06/22/2026	BOUND TREE MEDICAL LLC	EMS MEDICAL SUPPLIES	497.50
06/22/2026	BOWEN DESIGN LLC	UNIFORM ALLOW - M. DOLSEN	82.82
06/22/2026	BOWEN DESIGN LLC	UNIFORM ALLOW - B. KEMPNICH	55.07
06/22/2026	BOWEN DESIGN LLC	UNIFORM ALLOW - C. SEVERIN	38.07
06/22/2026	BOWEN DESIGN LLC	UNIFORM ALLOW - D. TOWNES	50.07
06/22/2026	BOWEN DESIGN LLC	UNIFORM ALLOW - J. NIELSEN	30.33
06/22/2026	BOWEN DESIGN LLC	UNIFORM ALLOW - D. HERZOG	32.32
06/22/2026	BOWEN DESIGN LLC	NEW OFFICERS UNIFORM - THANT	97.07
06/22/2026	BOWEN DESIGN LLC	PRINTING	200.00
06/08/2026	BPT - OPCO	FTF PORTABLE TOILETS	445.00
06/08/2026	BRAVO GREATER DES MOINES	HOTEL MOTEL MAY 26	16,471.07
06/22/2026	BREAKOUT EDU	CHILDREN'S PROGRAM	99.00
06/22/2026	BRYAN ROCK PRODUCTS INC	SOFTBALL INFIELD MATERIAL	4,453.54
06/22/2026	BULLDOG SOCCER ACADEMY	DRAKE SOCCER CAMP	1,125.00
06/08/2026	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	2,445.75
06/08/2026	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	659.17
06/08/2026	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	1,441.08
06/08/2026	BULLZEYE INC	CONTRACT CUSTODIAL SERVICES	10,158.00
06/08/2026	BULLZEYE INC	TRASH AND RECYCLE RECEPTACLES	704.95
06/22/2026	BULLZEYE INC	FLOOR MATS	846.02
06/22/2026	BULLZEYE INC	FLOOR MATS	1,285.35
06/11/2026	CALIBER CONCRETE LLC	LINNAN PARK CONSTR PAY REQ 6	9,500.00
06/08/2026	CAPITAL CITY EQUIPMENT CO	EQUIPMENT MAINT	1,260.63
06/08/2026	CAPITAL CITY EQUIPMENT CO	EQUIPMENT MAINT	1,196.74-
06/08/2026	CAPITAL CITY EQUIPMENT CO	EQUIPMENT MAINT	1,077.07
06/08/2026	CAPITAL CITY EQUIPMENT CO	EQUIPMENT REPAIR	74.02
06/08/2026	CAPITAL CITY EQUIPMENT CO	GROUNDS MAINT	3,668.22
06/22/2026	CASELLE LLC	FINANCIAL SOFTWARE MAINT	13,599.93
06/08/2026	CDW GOVERNMENT INC	SOFTWARE SUBSCRIPTION	644.49

Date Paid	Vendor Name	Description	Amount Paid
06/08/2026	CDW GOVERNMENT INC	BATTERY BACKUP	1,121.84
06/22/2026	CENTER POINT LARGE PRINT	ADULT LIBRARY BOOKS	32.21
06/22/2026	CENTRAL IOWA OFFICIALS III, LLC	UMPIRE FINAL PAYMENT SUMMER 2026	10,240.00
06/22/2026	CENTRAL IOWA READY MIX	CONCRETE	1,189.50
06/22/2026	CENTRAL IOWA READY MIX	CONCRETE	1,015.00
06/22/2026	CENTRAL IOWA READY MIX	CONCRETE	1,015.00
06/22/2026	CENTRAL IOWA READY MIX	CONCRETE	1,118.50
06/22/2026	CENTRAL IOWA READY MIX	STORM REPAIR	682.00
06/22/2026	CENTRAL IOWA READY MIX	CONCRETE FOR WATER MAIN BREAK	1,164.00
06/22/2026	CENTRAL STATES MEDICINE PLLC	411 MED CLAIM	265.21
06/22/2026	CENTURY LINK	CAC PHONE LINES	296.92
06/08/2026	CHRISTOPHER CLAUSEN	MISC CONTRACT WORK	400.00
06/22/2026	CINTAS CORPORATION #22M	LAUNDRY	474.20
06/22/2026	CINTAS CORPORATION #22M	LAUNDRY	354.63
06/22/2026	CINTAS CORPORATION #22M	UNIFORMS	119 99
06/22/2026	CINTAS CORPORATION #22M	UNIFORMS	66.99
06/22/2026	CINTAS CORPORATION #22M	UNIFORMS	66.99
06/22/2026	CINTAS CORPORATION #22M	UNIFORMS	25.07
06/22/2026	CINTAS CORPORATION #22M	LAUNDRY	354.98
06/22/2026	CITY OF CLIVE	BINGO PETTY CASH CHANGE - CLIVE FESTIVAL	500.00
06/22/2026	CITY OF DES MOINES	CONTRACT HAULING	666.44
06/22/2026	CITY OF URBANDALE	STATION 43	530,996.82
06/22/2026	CITY OF URBANDALE	TRAINING TOWER USAGE FEES	993.32
06/08/2026	CLASSIC EVENTS	DANCE FLOOR FOR LIBRARY SWING DANCE ART PROGRAM	742.50
06/08/2026	CLIVE CHAMBER OF COMMERCE	STATE OF CITY PRESENTATION LUNCHEON	212.00
05/29/2026	CLIVE COMMUNITY SERVICES	CURRENT PAY WITHHOLDING CLIVE COMM SERVICES Pay Period: 05/23/20	19.23
06/12/2026	CLIVE COMMUNITY SERVICES	CURRENT PAY WITHHOLDING CLIVE COMM SERVICES Pay Period: 06/06/20	19.23
06/22/2026	CLIVE POWER EQUIPMENT	CHAINSAW STOCK PARTS	101.06
06/22/2026	CLOUDPOINT GEOSPATIAL, INC	PROFESSIONAL FEES	11,200.00
06/22/2026	COLD BLOODED REDHEAD LLC	CONTRACT WORK	375.00
05/29/2026	COLLECTION SERVICES CENTER	CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 05/23/2026	1,775.96
06/12/2026	COLLECTION SERVICES CENTER	CURRENT PAY WITHHOLDING CHILD SUPPORT Pay Period: 06/06/2026	1,775.96
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ WEILER	31.90
06/22/2026	COMMERCE BANK	OFFICE SUPPLIES__ WIRTH	47.60
06/22/2026	COMMERCE BANK	K-9 STICKERS__ SNOBERGER	161.00
06/22/2026	COMMERCE BANK	EQUIPMENT__ SNOBERGER	251.00
06/22/2026	COMMERCE BANK	MONTHLY CAR WASHES__ SOMSKY	260.00
06/22/2026	COMMERCE BANK	VEHICLE OPERATIONS__ SOMSKY	334.43
06/22/2026	COMMERCE BANK	TRAINING__ STEVENS	919.00
06/22/2026	COMMERCE BANK	TRAINING__ VENTO	395.00
06/22/2026	COMMERCE BANK	CHILDREN BOOKS__ SHALON-DEUR	439.25
06/22/2026	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ SHALON-DEUR	1,164.98
06/22/2026	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ SHALON-DEUR	300.00
06/22/2026	COMMERCE BANK	TRAINING__ SHALON-DEUR	174.39
06/22/2026	COMMERCE BANK	TRAINING__ SHALON-DEUR	796.80
06/22/2026	COMMERCE BANK	CHILDREN BOOKS__ SHALON-DEUR	19.96
06/22/2026	COMMERCE BANK	SUBSCRIPTION__ REHBERG	582.75
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ REHBERG	443.04
06/22/2026	COMMERCE BANK	GOAT EXPENSE__ ROLFES	351.23
06/22/2026	COMMERCE BANK	TRAINING__ RUNKEL	100.00
06/22/2026	COMMERCE BANK	SUPPLIES__ SALTMARSH	89.98
06/22/2026	COMMERCE BANK	YOUNG ADULT BOOKS__ SHALON-DEUR	48.60
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ PHILIPS	300.00
06/22/2026	COMMERCE BANK	WEF RENEWAL__ POTRATZ	109.00
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ POTRATZ	555.85
06/22/2026	COMMERCE BANK	SQR TEST__ POTRATZ	1.00
06/22/2026	COMMERCE BANK	APA REGISTRATION__ PURVIS	305.00
06/22/2026	COMMERCE BANK	TRAINING__ REHBERG	16.07

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ NISIC	312.17
06/22/2026	COMMERCE BANK	TRAINING__ NIXON	255.00
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ OLLENDIKE	185.92
06/22/2026	COMMERCE BANK	TRAINING__ OLLENDIKE	900.00
06/22/2026	COMMERCE BANK	CONTRACT WORK__ PHELPS	2,229.00
06/22/2026	COMMERCE BANK	CONCESSION SUPPLIES__ PHELPS	2,480.29
06/22/2026	COMMERCE BANK	PUBLIC RELATIONS__ MEASE	390.91
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ MORRIS	85.00
06/22/2026	COMMERCE BANK	OFFICE SUPPLIES__ NELSON	21.72
06/22/2026	COMMERCE BANK	MEMBERSHIP EXPENSE__ NELSON	245.57
06/22/2026	COMMERCE BANK	CHILDREN PROGRAM SUPPLIES__ NELSON	16.04
06/22/2026	COMMERCE BANK	ADULT PROGRAM SUPPLIES__ NELSON	102.97
06/22/2026	COMMERCE BANK	SUBSCRIPTION__ MCGILVRA	30.00
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ MCQUILLEN	1,158.25
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ MCQUILLEN	238.01
06/22/2026	COMMERCE BANK	SUPPLIES__ MEASE	76.83
06/22/2026	COMMERCE BANK	SUSTENANCE SUPPLIES__ MEASE	93.88
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ MEASE	252.70
06/22/2026	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ LLAMAS	861.98
06/22/2026	COMMERCE BANK	CHILDREN BOOKS__ LLAMAS	34.80
06/22/2026	COMMERCE BANK	MEMBERSHIP EXPENSE__ LUCAS	120.00
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ LUCAS	795.00
06/22/2026	COMMERCE BANK	ADVERTISING__ LUCAS	333.90
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ MAY	443.70
06/22/2026	COMMERCE BANK	OFFICE SUPPLIES__ KELLER	1,515.72
06/22/2026	COMMERCE BANK	CHILDREN PROGRAM SUPPLIES__ KELLER	11.76
06/22/2026	COMMERCE BANK	POSTAGE__ KELLER	312.00
06/22/2026	COMMERCE BANK	DUES__ KELLER	330.00
06/22/2026	COMMERCE BANK	K-9 CONFERENCE EXPENSE__ KEMPNICH	476.00
06/22/2026	COMMERCE BANK	YOUTH PROGRAM SUPPLIES__ LLAMAS	206.28
06/22/2026	COMMERCE BANK	VEHICLE GRAPHICS__ HERZOG	1,196.79
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ HERZOG	45.88
06/22/2026	COMMERCE BANK	TRAINING__ HUFF	100.00
06/22/2026	COMMERCE BANK	VEHICLE OPERATIONS__ JAMES	67.26
06/22/2026	COMMERCE BANK	SUBSCRIPTION__ JOHNSTON	141.50
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ KALLEM	24.90
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ HANSEN	93.35
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ HANSEN	23.76
06/22/2026	COMMERCE BANK	OFFICE SUPPLIES__ HANSEN	24.92
06/22/2026	COMMERCE BANK	SOFTWARE CONTRACT RENEWAL__ HARKEN	354.00
06/22/2026	COMMERCE BANK	SUPPLIES__ HARKEN	55.02
06/22/2026	COMMERCE BANK	SUBSCRIPTION__ HERZOG	100.00
06/22/2026	COMMERCE BANK	GCMOA MEETING EXPENSE__ GRAHAM	69.85
06/22/2026	COMMERCE BANK	MEMBERSHIP EXPENSE__ GRAHAM	35.00
06/22/2026	COMMERCE BANK	CAMPBELL LIQUOR LICENSE__ GRAHAM	74.96
06/22/2026	COMMERCE BANK	AI SUBSCRIPTION__ GRAHAM	20.00
06/22/2026	COMMERCE BANK	RECORDING FEES__ GRAHAM	76.23
06/22/2026	COMMERCE BANK	OFFICE SUPPLIES__ GRUTZMACHER	58.08
06/22/2026	COMMERCE BANK	FSS TRIPS/KIDCHECK__ GIBBS	382.50
06/22/2026	COMMERCE BANK	SUBSCRIPTION__ GIBBS	82.99
06/22/2026	COMMERCE BANK	SUPPLIES__ GIBBS	244 23
06/22/2026	COMMERCE BANK	SIGNAGE__ GIBBS	868.06
06/22/2026	COMMERCE BANK	TRAINING__ GIBBS	504.00
06/22/2026	COMMERCE BANK	MANUALS PRINTING__ GIBBS	226.60
06/22/2026	COMMERCE BANK	POSTAGE__ FREESTONE	10.48
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ FREESTONE	25.45
06/22/2026	COMMERCE BANK	PUBLIC EDUCATION__ GARCIA	14.99
06/22/2026	COMMERCE BANK	CONTRACT WORK__ GARCIA	110.20

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ GARCIA	804.10
06/22/2026	COMMERCE BANK	CONCESSION SUPPLIES__ GIBBS	1,176.70
06/22/2026	COMMERCE BANK	SUSCRIPTION__ EASTMAN	21.40
06/22/2026	COMMERCE BANK	MOVING EXPENSE__ EASTMAN	60.14
06/22/2026	COMMERCE BANK	FACEBOOK MARKETING__ ELDER	30.16
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ FARLOW	116.00
06/22/2026	COMMERCE BANK	MEETING EXPENSE__ FARLOW	22.12
06/22/2026	COMMERCE BANK	CERTIFICATION RENEWAL__ FREESTONE	50.00
06/22/2026	COMMERCE BANK	FACEBOOK MARKETING__ BELIEU	98.95
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ BOYLE	1,015.51
06/22/2026	COMMERCE BANK	TRAINING__ BROWN	39.92
06/22/2026	COMMERCE BANK	TRAINING__ CLIVE PARKS & REC STAFF	21.50
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ CUNNINGHAM	369.22
06/22/2026	COMMERCE BANK	CONFERENCE EXPENSE__ CYGAN	327.41
06/22/2026	COMMERCE BANK	OFFICE EQUIPMENT_MEASE	2,022.64
06/22/2026	COMMERCE BANK	NOTARY RENEWAL__ ALARCON	30.00
06/22/2026	COMMERCE BANK	NOTARY STAMP__ ALARCON	34.00
06/22/2026	COMMERCE BANK	NOTARY RENEWAL__ ANDERSON	30.00
06/22/2026	COMMERCE BANK	BUILDING MAINT__ BELIEU	8.95
06/22/2026	COMPETITIVE EDGE	LITTLE HITTERS	482.16
05/29/2026	CONCRETE COMPANY	2026 CURB & GUTTER REPAIR PRJT PAY REQ 1	14,718.75
06/11/2026	CONCRETE COMPANY	2026 RESIDENTIAL PCC PAVEMENT REHAB PROJECT PAY REQ 1	63,116.69
06/11/2026	CONCRETE COMPANY	2026 CURB & GUTTER REPAIR PRJT PAY REQ 2	12,222.76
06/22/2026	CONSENSUS CLOUD SOLUTIONS, LLC	HOSTED FAX	92.97
06/08/2026	CONSOLIDATED COMMUNICATIONS	PHONES LINES	845.73
06/22/2026	CONSOLIDATED ELECTRICAL DISTRI, IN	CONTACTOR UV REPLACEMENTS	270.69
06/22/2026	COPY SYSTEMS	PROFESSIONAL FEES	155.00
06/08/2026	CORE & MAIN LP	REPLACEMENT GAUGES	188.40
06/08/2026	CORE & MAIN LP	LARGE METER REPLACEMENT	2,331.50
06/22/2026	CORE & MAIN LP	86TH ST WATER MAIN REPAIR	1,271.94
06/22/2026	CORE & MAIN LP	REPLACEMENT SUPPLIES	1,022.70
06/22/2026	CORE & MAIN LP	LARGE METER REPLACEMENT	6,940.00
06/08/2026	CORY KELLY	SWAP REIMBURSEMENT	4,000.00
06/11/2026	COUNTRY LANDSCAPES INC	GREENBELT LANDING CONSTRUCT PRJCT PAY REQ 11	245,100.79
06/08/2026	CROWN TROPHY	SOFTBALL/VOLLEYBALL AWARDS	275.88
06/22/2026	CUSTOM AWARDS & EMBROIDERY	KIDS FOR ART AWARDS	230.50
06/22/2026	CUSTOM AWARDS & EMBROIDERY	ADULT PROGRAM SUPPLIES	112.00
06/22/2026	CUSTOM AWARDS & EMBROIDERY	PARK BENCH SIGN PLAQUE	160.00
06/08/2026	CUSTOM ELECTRICAL SERVICES	EXTERIOR LIGHTING REPAIRS	988.84
06/08/2026	CUSTOM ELECTRICAL SERVICES	EXTERIOR LIGHTING REPAIRS	266.51
06/08/2026	CUSTOM ELECTRICAL SERVICES	EXTERIOR LIGHTING REPAIRS	582.65
06/22/2026	DANS OVERHEAD DOORS & MORE	BUILDING MAINT	259.50
06/08/2026	DEJAH T PERKEY	YOGA INSTRUCTION	150.00
06/08/2026	DENISE FORNEY	MISC CONTRACT WORK-CHILDREN	150.00
06/08/2026	DES MOINES IRON & SUPPLY	#743 MOUNT FOR CONCRETE VAC	41.20
06/22/2026	DES MOINES WATER WORKS	LP MOON PUMP STATION Q1	14,668.66
06/08/2026	DES MOINES WATER WORKS	CIWW FIXED JUNE2026	80,934.00
06/08/2026	DES MOINES WATER WORKS	WATER PURCHASED MAY2026	131,314.04
06/22/2026	DESERT SNOW LLC	TRAINING	990.00
06/22/2026	DETECTACHEM INC	EQUIPMENT	366.56
06/08/2026	DIGITAL INTELLIGENCE INC	EQUIPMENT	12,297.62
06/08/2026	DINGES FIRE COMPANY	CRIBBING STRAPS	160.00
06/22/2026	DINGES FIRE COMPANY	NOZZLES	5,570.00
06/22/2026	DINGES FIRE COMPANY	SHUTOFFS	650.00
06/08/2026	DOLL DISTRIBUTING LLC	CAMPBELL CONCESSIONS	276.30
06/22/2026	DOLL DISTRIBUTING LLC	CAMPBELL CONCESSIONS	209.80
06/22/2026	DOLL DISTRIBUTING LLC	CAMPBELL CONCESSIONS	347.00
06/22/2026	DOLL DISTRIBUTING LLC	CAMPBELL CONCESSIONS	307.20

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	DOLL DISTRIBUTING LLC	CAMPBELL CONCESSIONS	70.60
06/22/2026	DOORS INC	PUBLIC RESTROOM DOOR LOCK REPAIR	120.00
06/08/2026	DORSEY & WHITNEY	2026A BOND ISSUANCE	3,303.10
06/08/2026	DORSEY & WHITNEY	2026A BOND ISSUANCE	392.70
06/08/2026	DORSEY & WHITNEY	2026A BOND ISSUANCE	236.30
06/08/2026	DORSEY & WHITNEY	2026A BOND ISSUANCE	236.30
06/08/2026	DORSEY & WHITNEY	2026A BOND ISSUANCE	6,920.70
06/08/2026	DORSEY & WHITNEY	2026A BOND ISSUANCE	3,063.40
06/08/2026	DORSEY & WHITNEY	2026A BOND ISSUANCE	2,847.50
05/31/2026	EBS	Medical / Dental Ins -May	13,287.72
05/31/2026	EBS	Medical / Dental Ins -May	31,983.72
05/31/2026	EBS	Medical / Dental Ins -May	6,362.95
05/31/2026	EBS	Medical / Dental Ins -May	14,468.83
05/31/2026	EBS	Medical / Dental Ins -May	6,235.86
05/31/2026	EBS	Medical / Dental Ins -May	5,885.03
05/31/2026	EBS	Flex Admin - May	18.40
05/31/2026	EBS	Flex Admin - May	9.20
05/31/2026	EBS	Flex Admin - May	9.20
05/31/2026	EBS	Flex Admin - May	4.60
05/31/2026	EBS	Cobra Admin	146.72
05/31/2026	EBS	Flex Admin - May	9.20
05/31/2026	EBS	Flex Admin - May	4.60
05/31/2026	EBS	Flex Admin - May	13.80
05/31/2026	EBS	Flex Admin - May	4.60
05/31/2026	EBS	Flex Admin - May	9.20
05/31/2026	EBS	Flex Admin - May	4.60
05/31/2026	EBS	Flex Admin - May	13.80
05/31/2026	EBS	Flex Admin - May	32.20
05/31/2026	EBS	Flex Admin - May	6.44
05/31/2026	EBS	Flex Admin - May	7.36
05/31/2026	EBS	Flex Admin - May	4.60
05/31/2026	EBS	Flex Admin - May	4.60
05/31/2026	EBS	Life, LTD, AD&D Ins - May	59.14
05/31/2026	EBS	Life, LTD, AD&D Ins - May	44.22
05/31/2026	EBS	Life, LTD, AD&D Ins - May	144.81
05/31/2026	EBS	Life, LTD, AD&D Ins - May	130.88
05/31/2026	EBS	Life, LTD, AD&D Ins - May	97.21
05/31/2026	EBS	Life, LTD, AD&D Ins - May	156.50
05/31/2026	EBS	Life, LTD, AD&D Ins - May	121.10
05/31/2026	EBS	Life, LTD, AD&D Ins - May	147.14
05/31/2026	EBS	Life, LTD, AD&D Ins - May	36.28
05/31/2026	EBS	Life, LTD, AD&D Ins - May	178.96
05/31/2026	EBS	Life, LTD, AD&D Ins - May	60.51
05/31/2026	EBS	Life, LTD, AD&D Ins - May	246.60
05/31/2026	EBS	Life, LTD, AD&D Ins - May	201.04
05/31/2026	EBS	Life, LTD, AD&D Ins - May	244.69
05/31/2026	EBS	Life, LTD, AD&D Ins - May	200.86
05/31/2026	EBS	Life, LTD, AD&D Ins - May	370.96
05/31/2026	EBS	Life, LTD, AD&D Ins - May	125.64
05/31/2026	EBS	Life, LTD, AD&D Ins - May	34.32
05/31/2026	EBS	Vision Ins - May	27.84
05/31/2026	EBS	Vision Ins - May	55.68
05/31/2026	EBS	Life, LTD, AD&D Ins - May	246.39
05/31/2026	EBS	Life, LTD, AD&D Ins - May	494.18
05/31/2026	EBS	Life, LTD, AD&D Ins - May	206.63
05/31/2026	EBS	Life, LTD, AD&D Ins - May	488.39
05/31/2026	EBS	Vision Ins - May	18.56
05/31/2026	EBS	Vision Ins - May	64.96

Date Paid	Vendor Name	Description	Amount Paid
05/31/2026	EBS	Vision Ins - May	18.56
05/31/2026	EBS	Vision Ins - May	134.68
05/31/2026	EBS	Vision Ins - May	27.84
05/31/2026	EBS	Vision Ins - May	46.40
05/31/2026	EBS	Vision Ins - May	30.93
05/31/2026	EBS	Vision Ins - May	9.28
05/31/2026	EBS	Vision Ins - May	27.84
05/31/2026	EBS	Vision Ins - May	27.84
05/31/2026	EBS	Vision Ins - May	9.28
05/31/2026	EBS	Vision Ins - May	27.84
05/31/2026	EBS	Vision Ins - May	50.11
05/31/2026	EBS	Vision Ins - May	135.49
05/31/2026	EBS	Vision Ins - May	46.40
05/31/2026	EBS	Vision Ins - May	55.68
05/31/2026	EBS	Vision Ins - May	58.77
05/31/2026	EBS	Vision Ins - May	105.17
05/31/2026	EBS	Medical / Dental Ins -May	4,557.95
05/31/2026	EBS	Medical / Dental Ins -May	5,991.18
05/31/2026	EBS	Medical / Dental Ins -May	4,340.16
05/31/2026	EBS	Medical / Dental Ins -May	3,593.74
05/31/2026	EBS	Vision Ins - May	92.80
05/31/2026	EBS	Vision Ins - May	296.96
05/31/2026	EBS	Medical / Dental Ins -May	1,601.57
05/31/2026	EBS	Medical / Dental Ins -May	2,481.51
05/31/2026	EBS	Medical / Dental Ins -May	1,335.03
05/31/2026	EBS	Medical / Dental Ins -May	9,848.28
05/31/2026	EBS	Medical / Dental Ins -May	3,165.01
05/31/2026	EBS	Medical / Dental Ins -May	14,361.55
05/31/2026	EBS	Medical / Dental Ins -May	7,197.91
05/31/2026	EBS	Medical / Dental Ins -May	13,979.61
05/31/2026	EBS	Medical / Dental Ins -May	4,104.74
05/31/2026	EBS	Medical / Dental Ins -May	660.61
05/31/2026	EBS	Medical / Dental Ins -May	3,741.59
05/31/2026	EBS	Medical / Dental Ins -May	3,165.79
06/12/2026	EBS	MEDICAL WITHHOLDING MED W 750 FAMILY EXEMPT Pay Period: 06/06/202	7,607.03
06/12/2026	EBS	MEDICAL WITHHOLDING MED W 750 EMPE + 1 EXEMPT Pay Period: 06/06/2	1,704.00
06/12/2026	EBS	MEDICAL WITHHOLDING MED W 750 SINGLE EXEMPT Pay Period: 06/06/202	536.83
06/12/2026	EBS	MEDICAL WITHHOLDING MED - HDHP FAMILY Pay Period: 06/06/2026	1,429.74
06/12/2026	EBS	MEDICAL WITHHOLDING MED-HDHP EMPL +1 Pay Period: 06/06/2026	367.49
06/12/2026	EBS	MEDICAL WITHHOLDING MED HDHP SINGLE Pay Period: 06/06/2026	545.63
06/12/2026	EBS	MEDICAL WITHHOLDING DENTAL INSURANCE - DELTA (EBS) Pay Period: 06/	2,167.62
05/31/2026	EFTPS	FED W/H CORRECTION	64.15
05/29/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 05/23/2	34,635.70
05/29/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 05/23/2	34,583.72
05/29/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 05/23/2026	8,100.17
05/29/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 05/23/2026	8,088.00
05/29/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri	52,928.91
06/12/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 06/06/2	38,110.67
06/12/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY SOCIAL SECURITY Pay Period: 06/06/2	38,110.67
06/12/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 06/06/2026	8,946.16
06/12/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY MEDICARE Pay Period: 06/06/2026	8,946.16
06/12/2026	EFTPS	FWT/FICA/MEDICARE CURRENT PAY FEDERAL WITHHOLDING TAX Pay Peri	56,778.18
06/11/2026	ELITE FIRE SPRINKLER SYSTEMS	CH REMODEL PH 2 PAY REQ 6	4,885.89
06/11/2026	ELITE GLASS AND METAL LLC	CH REMODEL PH 2 PAY REQ 5	354.05
06/08/2026	EMERALD ISLE LAND, LLC	REGIONAL STORMWATER DETEN BASIN AGREE	152,719.28
06/08/2026	EPIC iO TECHNOLOGIES	PHONE LINES	155 35
06/22/2026	EXCEL MECHANICAL CO INC	LEISURE POOL BOILER REPAIR	9,870.00
06/22/2026	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER	70.00

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER	70.00
06/22/2026	FABIAN RUIZ	PROFESSIONAL FEES - INTERPRETER	70.00
06/08/2026	FASTSIGNS	ADOPT A PARK STICKERS	23.27
06/22/2026	FASTSIGNS	ADOPT A PARK STICKERS	23.69
06/08/2026	FERGUSON WATERWORKS	BEVERAGE REFRIDGERATOR	1,199.00
06/22/2026	FERNO-WASHINGTON, INC	RED CAPS FOR LEVER ON COT	104.66
06/08/2026	FIRST RESPONDER SUPPLY, LLC	UNIFORM ALLOW - J. NIELSEN	160.18
06/22/2026	FIRST RESPONDER SUPPLY, LLC	EQUIPMENT	1,977.44
06/22/2026	FIRST RESPONDER SUPPLY, LLC	UNIFORM ALLOW - T. WEILER	256.47
06/22/2026	FIRST RESPONDER SUPPLY, LLC	UNIFORM ALLOW - S. THAYER	275.46
06/22/2026	FIRST RESPONDER SUPPLY, LLC	UNIFORM ALLOW - M. COLEMAN	677.47
06/22/2026	FIRST RESPONDER SUPPLY, LLC	UNIFORM ALLOW - K. RECCHIA	320.36
06/08/2026	FIT AND FIERCE 515 LLC	YOGA INSTRUCTION	75.00
06/22/2026	FREEDOM FIRST AID & SAFETY LLC	CAC FIRST AID SUPPLIES	168.75
06/22/2026	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	15.58
06/22/2026	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	15.58
06/22/2026	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	15.58
06/22/2026	FREEDOM FIRST AID & SAFETY LLC	SAFETY EQUIPMENT	15.56
06/22/2026	FREEDOM FIRST AID & SAFETY LLC	FIRST AID SUPPLIES	307.75
06/22/2026	FREEDOM FIRST AID & SAFETY LLC	PARKS SHOP FIRST AID SUPPLIES	58.80
06/08/2026	FREEDOM TIRE	TIRES	26.99
06/22/2026	FREEDOM TIRE	VEHICLE REPAIRS	485.94
06/22/2026	FREEDOM TIRE	#748 REPAIR	974.28
06/08/2026	FRIENDS OF THE GRIMES PUBLIC LIBRARY	DATA PROCESSING- ADVENTURE PASSES	250.00
06/22/2026	GANNETT IOWA LOCALIQ	MINUTES	370.32
06/22/2026	GANNETT IOWA LOCALIQ	PH NOTICES	96.12
06/22/2026	GANNETT IOWA LOCALIQ	ORDINANCES	235.36
06/22/2026	GENERAL TRAFFIC CONTROLS INC	CAMERA REPLACEMENT	4,275.00
06/22/2026	GENERAL TRAFFIC CONTROLS INC	ATC CABINET PARTS	4,071.00
06/22/2026	GENERAL TRAFFIC CONTROLS INC	REPAIR OF 128TH AND WOODLANDS	5,740.00
06/22/2026	GOLDEN VALLEY HARDSCAPES LLC	LANDSCAPE MULCH	1,027.60
06/22/2026	GOLDEN VALLEY HARDSCAPES LLC	PLAYGROUND MULCH	2,330.10
06/22/2026	GOLDEN VALLEY HARDSCAPES LLC	PLAYGROUND MULCH	2,330.10
06/08/2026	GRAINGER	SAFETY EQUIPMENT	100.43
06/08/2026	GRAINGER	SAFETY EQUIPMENT	100.43
06/08/2026	GRAINGER	SAFETY EQUIPMENT	100.43
06/08/2026	GRAINGER	SAFETY EQUIPMENT	100.44
06/22/2026	GRAINGER	RAISED ISLAND MARKERS	673.84
06/22/2026	GRAINGER	GROUNDS MAINT	2,109.57
06/22/2026	GRAINGER	FIBERGLASS TAPE	1,760.59
06/22/2026	GRAINGER	SOLENOID VALVE - WOMENS SINK	276.44
06/22/2026	GREATER DES MOINES BOTANICAL GARDEN	DATA PROCESSING-ADVENTURE PASS	150.00
06/08/2026	GREATER DES MOINES PARTNERSHIP	HALF OF JUDKINS DMDC TRIP	1,125.00
06/08/2026	GREATER DES MOINES PARTNERSHIP	DE KOCK DMDC TRIP	2,750.00
06/08/2026	GREATER DES MOINES PARTNERSHIP	HOCKER DMDC TRIP	2,750.00
06/08/2026	GREATER DES MOINES PARTNERSHIP	WEAVER DMDC TRIP	2,600.00
06/08/2026	GREATER DES MOINES PARTNERSHIP	GASPAROTTO DMDC TRIP	2,750.00
05/29/2026	GRIMES ASPHALT & PAVING	CH PARKING LOT IMPROVEMENTS PAY REQ 1	44,691.50
06/22/2026	GROUP CREATIVE SERVICES	SECOND PAYMENT FOR LISTENING FIELD	8,000.00
06/08/2026	GTR DM CONVENTION & VISITORS B	HOTEL MOTEL MAY 26	16,471.07
06/11/2026	HANSEN COMPANY	LINNAN PARK PJCT PAY REQ 11	73,355.67
06/08/2026	HD SUPPLY	JANITORIAL SUPPLIES	46.70
06/22/2026	HD SUPPLY	JANITORIAL SUPPLIES	186.40
06/22/2026	HUNTER CLARK	DEPOSIT REFUND	34.80
05/29/2026	ICMA	LOAN REPAYMENT LOAN REPAYMENT Pay Period: 05/23/2026	622.01
06/12/2026	ICMA	LOAN REPAYMENT LOAN REPAYMENT Pay Period: 06/06/2026	622.01
05/29/2026	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 05/23/2026	12,692.54
05/29/2026	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 05/23/202	11,096.11

Date Paid	Vendor Name	Description	Amount Paid
05/29/2026	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 05/2	7,523.73
06/12/2026	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA -DEF COMP Pay Period: 06/06/2026	12,692.54
06/12/2026	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA ROTH DEF COMP Pay Period: 06/06/202	11,295.64
06/12/2026	ICMA RETIREMENT CORP.#457	CURRENT PAY WITHHOLDING ICMA CITY OUT DEF COMP - Pay Period: 06/0	7,523.73
06/08/2026	IMAGE SOLUTIONS	PUBLIC RELATION SWAG	1,098.25
06/22/2026	IMWCA	WORK COMP DEPOSIT	29,977.00
06/22/2026	INFOMAX OFFICE SYSTEMS INC	PRINTER MAINT	40.00
06/08/2026	INFOMAX OFFICE SYSTEMS INC	COPIER MAINTENANCE	1,070.67
06/08/2026	INGRAM BOOK COMPANY	BOOKS-YOUNG ADULT	22.98
06/08/2026	INGRAM BOOK COMPANY	BOOKS-HARBACH-CHILDREN	11.24
06/08/2026	INGRAM BOOK COMPANY	BOOKS-CHILDREN	144.52
06/08/2026	INGRAM BOOK COMPANY	BOOKS-HARBACH-CHILDREN	17.13
06/08/2026	INGRAM BOOK COMPANY	BOOKS-YOUNG ADULT	29.46
06/08/2026	INGRAM BOOK COMPANY	BOOKS-CHILDREN	106.06
06/08/2026	INGRAM BOOK COMPANY	BOOKS-CHILDREN	157.34
06/08/2026	INGRAM BOOK COMPANY	BOOKS-CHILDREN	535.94
06/08/2026	INGRAM BOOK COMPANY	BOOKS-HARBACH-CHILDREN	10.92
06/22/2026	INGRAM BOOK COMPANY	BOOKS-YOUNG ADULT	743.96
06/22/2026	INGRAM BOOK COMPANY	BOOKS-CHILDREN	67.31
06/22/2026	INGRAM BOOK COMPANY	BOOKS-HARBACH-CHILDREN	16.91
06/22/2026	INGRAM BOOK COMPANY	YOUNG ADULT BOOKS	62.62
06/22/2026	INGRAM BOOK COMPANY	BOOKS-CHILDREN	69.74
06/22/2026	INGRAM BOOK COMPANY	BOOKS-HARBACH-CHILDREN	20.38
06/22/2026	INGRAM BOOK COMPANY	BOOKS-YOUNG ADULT	121.38
06/22/2026	INGRAM BOOK COMPANY	BOOKS-CHILDREN	72.78
06/22/2026	INTERSTATE ALL BATTERY CENTER	BATTERY BACK UP	278.56
06/22/2026	INTERSTATE ALL BATTERY CENTER	BATTERIES FOR EAST RAMP	699.90
06/22/2026	IOWA COMMUNITIES ASSURANCE POOL	PROP & LIAB COVERAGE	530,411.00
06/08/2026	IOWA DEPARTMENT OF PUBLIC SAFETY	IDPS MAINTENANCE	1,803.00
06/08/2026	IOWA DOT	PAINTING SUPPLIES	1,188.70
06/22/2026	IOWA FIRE CHIEFS ASSN	IOWA FIRE CHIEFS ASSOCIATION MEMBERSHIP	100.00
06/22/2026	IOWA LEAGUE OF CITIES	LEAGUE DUES	9,048.00
06/22/2026	IOWA NATIVE TREES AND SHRUBS	TREES	6,350.00
06/22/2026	IOWA ONE CALL	LOCATES	312.10
06/22/2026	IOWA ONE CALL	LOCATES	312.10
06/08/2026	IOWA SIGNAL INC.	BERKSHIRE/BEECHWOOD STREETLIGHT REPAIR	900.00
06/08/2026	IOWA-DES MOINES SUPPLY INC	GROUNDS MAINT	563.82
06/22/2026	IOWA-DES MOINES SUPPLY INC	SCRUBBER PAD	146.53
06/11/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	21,082.97
06/11/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	31,641.21
06/11/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	5,238.95
06/11/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	7,595.82
06/12/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	22,118.46
06/12/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-REGULAR MEMBERS Pay Perio	33,195.25
06/12/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	6,386.95
06/12/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS RETIREMENT -FIRE Pay Period:	9,260.31
06/12/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio	144.06
06/12/2026	IPERS	CURRENT PAY IPERS WITHHOLDING IPERS-ELECTED OFFICIALS Pay Perio	216.20
06/22/2026	JAIME CHANEZ	PROFESSIONAL FEES	18.50
06/22/2026	JIM DETAEYE	4120 ALICE RD RELOCATION BENEFIT	39,225.78
06/22/2026	KALEB SHANNON	DEPOSIT REFUND	30.30
06/11/2026	KEYSTONE CONSTRUCTION SERVICES	GREENBELT LANDING CONSTR PRJCT PAY REQ 20	64,155.51
06/11/2026	KEYSTONE CONSTRUCTION SERVICES	CH REMODEL PH 2 PAY REQ 8	9,459.12
06/22/2026	KIESLER'S POLICE SUPPLY INC	EQUIPMENT	908.00
06/22/2026	KIESLER'S POLICE SUPPLY INC	EQUIPMENT	1,708.00
06/08/2026	KING'S MATERIAL, INC	CLARK ST COMPOST	221.10
06/22/2026	LEGACY PLUMBING LLC	SEWER LINE REPAIR	3,200.00
06/22/2026	LEGACY PLUMBING LLC	SEWER LINE REPAIR	9,250.00

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	LINDE GAS & EQUIPMENT INC	OXYGEN TANK RENTAL	353.39
06/08/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	324.78
06/08/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	3,510.00
06/08/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	3,705.00
06/08/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	138.30
06/08/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	180.28
06/08/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	3,705.00
06/22/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	337.95
06/22/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	778.75
06/22/2026	LOGAN CONTRACTORS SUPPLY	STREET MAINT SUPPLIES	1,700.00
06/22/2026	LOGOED APPAREL & PROMOTIONS	SAFETY GEAR	149.94
06/22/2026	LOGOED APPAREL & PROMOTIONS	SAFETY GEAR	149.94
06/22/2026	LOGOED APPAREL & PROMOTIONS	SAFETY GEAR	149.94
06/22/2026	LOGOED APPAREL & PROMOTIONS	SAFETY GEAR	149.93
06/22/2026	LOGOED APPAREL & PROMOTIONS	REC STAFF GEAR	371.75
06/22/2026	LOGOED APPAREL & PROMOTIONS	REC STAFF HATS	371.75
06/22/2026	LYLE JESSEN	WITNESS FEE	11.50
06/22/2026	MACQUEEN EQUIPMENT	BOOTS	7,025.00
06/08/2026	MACQUEEN EQUIPMENT	PPE JACKET AND PANTS	4,401.13
06/22/2026	MACQUEEN EQUIPMENT	#729 PARTS	317.94
06/08/2026	MAIL SERVICES	POSTAGE	448.70
06/08/2026	MAIL SERVICES	REMINDER NOTICES MAY26	103.75
06/22/2026	MAIL SERVICES	NEWSLETTER	1,053.53
06/22/2026	MAIL SERVICES	POSTAGE	2,670.82
06/22/2026	MAIL SERVICES	BILLING MAY2026 DUE 6/15/26	813.45
06/22/2026	MAIL SERVICES	POSTAGE	181.44
06/22/2026	MAIL SERVICES	STORMWATER BILL MAY2026 DUE 6/15/26	65.60
06/11/2026	MAINLINE CONSTRUCTION INC	ALICE'S RD RECONSTR PHASE 1B PAY REQ 3	235,630.46
06/22/2026	MARTIN BROS	CAC CONCESSIONS	784.82
06/08/2026	MARTIN BROS	CAMPBELL CONCESSIONS	284.41
06/08/2026	MARTIN BROS	CAC CONCESSIONS	1,376.60
06/22/2026	MARTIN BROS	CAC CONCESSIONS	2,286.57
06/22/2026	MARTIN BROS	CAC CONCESSIONS	1,865.13
06/22/2026	MARTIN BROS	CAC CONCESSIONS	574.47
06/22/2026	MARTIN MARIETTA MATERIALS	SAND FOR FLOOD BAGS	818.27
06/22/2026	MARY MCCARTHY	YOGA INSTRUCTION	150.00
06/08/2026	MEDIACOM	LIBRARY INTERNET	294.90
06/22/2026	MEDIACOM	LIBRARY INTERNET	19.95
06/08/2026	MENARDS	MISC SUPPLIES	12.44
06/22/2026	MENARDS	PROGRAM SUPPLIES	15.98
06/22/2026	MENARDS	BUILDING MAINT	23.94
06/22/2026	MENARDS	CREAMER	49.70
06/22/2026	MENARDS	WATER SUPPLIES	41.91
06/08/2026	MENARDS	EMS WATER	32.89
06/08/2026	MENARDS	SHOP SUPPLIES	8.97
06/08/2026	MENARDS	STREET MAINT SUPPLIES	221.92
06/22/2026	MENARDS	CLAMP STRUTS	70.16
06/22/2026	MENARDS	GROUNDS MAINT	8.46
06/08/2026	MENARDS	BUILDING MAINT	15.72
06/22/2026	MENARDS	SUPPLIES	53.98
06/22/2026	MENARDS	BUILDING MAINT	44.94
06/08/2026	MENARDS	PRESSURE GAUGE PROTECTORS	69.98
06/08/2026	MENARDS	PARTS FOR PRESSURE GAUGES	29.65
06/08/2026	MENARDS	INFRASCTRUCTURE SUPPLIES (INTAKES)	202.20
06/08/2026	MENARDS	TAR LIGHTS #741/774	113.96
06/08/2026	MENARDS	741A PARTS	104.81
06/22/2026	MENARDS	LAZY RIVER DRAIN PLUGS	10.67
06/22/2026	MENARDS	PAINTERS TAPE	25.79

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	MENARDS	BUILDING MAINT	23.49
06/22/2026	MENARDS	CLARK ST SOIL	51.80
06/22/2026	MENARDS	EQUIPMENT MAINT	19.67
06/08/2026	MENARDS	CRACK SEALING SUPPLIES	48.72
06/22/2026	MENARDS	BUILDING MAINT	19.37
06/08/2026	MENARDS	PARTS	8.49
06/22/2026	MENARDS	WATER SUPPLIES	11.88
06/22/2026	MENARDS	CREDIT SUPPLIES	11.88-
06/22/2026	MENARDS	ROUND SLOW CLOSE T'S	25.99
06/22/2026	MENARDS	HOSE HANGER	9.98
06/22/2026	MENARDS	LIGHTING REPLACEMENT	29.98
06/22/2026	MENARDS	BUILDING MAINT	23.94
06/22/2026	MENARDS	PAVILION CLEANING SUPPLIES	91.54
06/22/2026	MENARDS	HOSE/SPRINKLERS	393.84
06/22/2026	MENARDS	BUILDING MAINT	10.96
06/22/2026	MENARDS	BUILDING MAINT	8.99
06/22/2026	MENARDS	MINERAL SPIRITS FOR PAINTING HYDRANTS	61.12
06/22/2026	MENARDS	GROUNDS REPAIRS	205.61
06/22/2026	MENARDS	DRAIN TILE	88.54
06/22/2026	MENARDS	STORAGE SHELVING	396.08
06/22/2026	MENARDS	TAR POT SUPPLIES	36.48
06/22/2026	MENARDS	BATTERIES	49.40
06/22/2026	MENARDS	CONCRETE TRAILER SUPPLIES	156.87
06/22/2026	MENARDS	FILTERS FOR SHOP	112.92
06/22/2026	MENARDS	INTAKE SUPPLIES	31.95
06/22/2026	MENARDS	DRAINAGE REPAIR	111.21
06/22/2026	MENARDS	SINK INSTALLATION SUPPLIES	185.26
06/22/2026	MENARDS	DEHUMIDIFIER	159.99
06/22/2026	MENARDS	DONOR ART FLAG SUPPLIES	194.12
06/22/2026	MENARDS	FORM BOARDS	323.76
06/22/2026	MENARDS	SAW TRAILER SUPPLIES	124.97
06/22/2026	MERCYONE CLIVE PHARMACY	EMS MEDICATIONS	27.28
06/08/2026	MES SERVICE COMPANY LLC	THERMAL IMAGER FOR ENGINE	1,346.48
06/08/2026	METRO WASTE AUTHORITY	SWEEPINGS	259.56
06/08/2026	METRO WASTE AUTHORITY	SWEEPINGS	230.58
06/08/2026	METRO WASTE AUTHORITY	SWEEPINGS	252.42
06/08/2026	METRO WASTE AUTHORITY	SWEEPINGS	232.68
06/08/2026	METRO WASTE AUTHORITY	SWEEPINGS	243.60
06/08/2026	METRO WASTE AUTHORITY	SWEEPINGS	255.78
06/22/2026	METRO WASTE AUTHORITY	YARD WASTE STICKERS	450.00
06/22/2026	METRO WASTE AUTHORITY	COMPOST STICKERS - MAY 2026	4,154.00
06/22/2026	METRO WASTE AUTHORITY	BUILDING MAINT	23.75
06/22/2026	METRO WASTE AUTHORITY	BUILDING MAINT	23.75
06/22/2026	METRO WASTE AUTHORITY	BUILDING MAINT	23.75
06/22/2026	METRO WASTE AUTHORITY	BUILDING MAINT	23.75
06/08/2026	METRO WASTE AUTHORITY	CURB IT - MAY 26	28,522.08
06/22/2026	METRO WASTE AUTHORITY	EXTRA ITEM WASTE STICKERS	200.00
06/22/2026	METRONET	INTERNET PS	1,039.95
06/08/2026	MIDAMERICA BOOKS	CHILDREN - BOOKS	443.10
06/22/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	560.14
06/22/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE AQUATICS	2,681.26
06/22/2026	MIDAMERICAN ENERGY DAV	STREET LIGHTS	2,209.36
06/22/2026	MIDAMERICAN ENERGY DAV	WATER FACILITIES	1,070.40
06/08/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	21.63
06/08/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	23.34
06/08/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	10.00
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC & GAS SERVICE CITY HALL	1,765.76
06/08/2026	MIDAMERICAN ENERGY DAV	PW BUILDING	861.69

Date Paid	Vendor Name	Description	Amount Paid
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	22.02
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	21.87
06/08/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	54.87
06/08/2026	MIDAMERICAN ENERGY DAV	STREET LIGHTS	53.78
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE CPSC	1,647.40
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE CPSC	444.00
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE CPSC	970.68
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	12.02
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	308.25
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	10.23
06/08/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	74.62
06/08/2026	MIDAMERICAN ENERGY DAV	STREET LIGHTS	27.06
06/08/2026	MIDAMERICAN ENERGY DAV	STREET LIGHTS	51.13
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	10.00
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	10.00
06/08/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE HARBACH	1,344.37
06/22/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	47.56
06/22/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	52.40
06/22/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	20.00
06/22/2026	MIDAMERICAN ENERGY DAV	TRAFFIC LIGHTS	1,145.64
06/22/2026	MIDAMERICAN ENERGY DAV	ELECTRIC AND GAS SERVICE PARKS	307.99
06/22/2026	MIDAMERICAN ENERGY RECPLEX	FSS TRIP	75.00
06/08/2026	MIDWEST AUTOMATIC	FIRE SPRINKLER REPAIRS	386.55
06/22/2026	MIDWEST BREATHING AIR LLC	NFPA QUARTERLY AIR TEST	208.60
06/08/2026	MIDWEST WHEEL COMPANIES	STOCK FOR PICKUPS	39.92
06/22/2026	MOBOTREX INC	PEDESTRIAN COUNTDOWN/SIGNAL UPGRADE	4,086.00
05/29/2026	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	10,221.41
05/29/2026	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	23,755.38
06/12/2026	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	10,043.32
06/12/2026	MUNICIPAL FIRE & POLICE	CURRENT PAY WITHHOLDING MUNICIPAL FIRE & POLICE RETIRE Pay Perio	23,413.63
06/11/2026	NAI ELECTRICAL CONTRACTORS	CH REMODEL PH 2 PAY REQ 9	2,350.99
06/22/2026	NAPA DISTRIBUTION CENTER	PARTS	33.83
06/22/2026	NAPA DISTRIBUTION CENTER	CREDIT	1.89-
06/08/2026	NETWORKS	SQL RENEWAL	4,391.44
06/08/2026	NETWORKS	TRAFFIC NETWORK FIBER SWITCHES	63,850.92
06/08/2026	NETWORKS	PROFESSIONAL FEES	300.00
06/22/2026	NETWORKS	PROFESSIONAL FEES	75.00
06/22/2026	NETWORKS	HOSTED EMAIL	1,498.40
06/08/2026	NORSOLV	RENT AND LEASE EQUIPMENT	288.95
06/22/2026	NORSOLV	OIL	472.20
06/08/2026	NORTHLAND PRODUCTS CO	#716 PARTS	818.65
06/22/2026	NORTHWESTERN UNIVERSITY	TRAINING-WEILER	4,900.00
06/22/2026	NORTHWESTERN UNIVERSITY	TRAINING - NIELSEN	4,900.00
06/08/2026	NYEMASTER-GOODE	PROSECUTIONS	13,314.00
06/08/2026	NYEMASTER-GOODE	CITY COUNCIL	1,000.00
06/08/2026	NYEMASTER-GOODE	LEGAL GENERAL	2,992.00
06/08/2026	NYEMASTER-GOODE	LEGAL HR	54.00
06/08/2026	NYEMASTER-GOODE	LEGAL	405.00
06/08/2026	NYEMASTER-GOODE	LEGAL	783.00
06/08/2026	NYEMASTER-GOODE	LEGAL	351.00
06/08/2026	NYEMASTER-GOODE	LEGAL	433.00
06/08/2026	NYEMASTER-GOODE	LEGAL	1,026.00
06/22/2026	NYEMASTER-GOODE	CITY COUNCIL	1,000.00
06/22/2026	NYEMASTER-GOODE	PROSECUTIONS	8,231.00
06/22/2026	NYEMASTER-GOODE	LEGAL GENERAL	3,510.00
06/22/2026	NYEMASTER-GOODE	LEGAL HR	1,350.00
06/22/2026	NYEMASTER-GOODE	LEGAL	3,186.00
06/22/2026	NYEMASTER-GOODE	LEGAL	243.00

Date Paid	Vendor Name	Description	Amount Paid
06/22/2026	NYEMASTER-GOODE	LEGAL	350.00
06/22/2026	NYEMASTER-GOODE	LEGAL	81.00
06/11/2026	ON TRACK CONSTRUCTION	LINNAN PARK CONSTR PROJECT PAY REQ 8	36,181.00
06/11/2026	ON TRACK CONSTRUCTION	GREENBELT LANDING PAY REQ 17	37,627.41
06/08/2026	OPN ARCHITECTS INC	PAY REQ 26 - CH REMODEL DESIGN OPN	1,485.63
06/08/2026	OPN ARCHITECTS INC	LIBRARY REFRESH	1,960.00
06/08/2026	OPN ARCHITECTS INC	LIBRARY REFRESH	3,745.00
06/08/2026	OPN ARCHITECTS INC	LIBRARY REFRESH	525.00
06/08/2026	OREILLY AUTOMOTIVE INC	#774 PARTS	23.85
06/08/2026	P & P SMALL ENGINES INC	EQUIPMENT REPAIR	3.99
06/22/2026	P & P SMALL ENGINES INC	CHAINSAWS	3,348.93
06/08/2026	P J IOWA LC	CAC CONCESSIONS	145.20
06/22/2026	P J IOWA LC	CAC CONCESSIONS	385.44
06/22/2026	P J IOWA LC	CAC CONCESSIONS	306.90
06/08/2026	PANNIER	WQI PROJECT	967.00
06/08/2026	PANNIER	SRF PROJECT	2,901.00
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	1,456.06
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	1,164.84
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	291.21
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	32.19
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	23.90
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	1,205.35
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	1,205.35
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	618.64
05/31/2026	PAYMENTECH - CHASE BANK	May CC Fees	97.51
06/22/2026	PCC AMBULANCE BILLING SERVICE	MAY AMBULANCE BILLING	6,001.87
06/11/2026	PEARSON'S DIRTWORK & TRUCKING INC	2026 FLOOD MITIGATION DEMO PAY REQ 2 RETAINAGE	2,565.00
06/08/2026	PFM	2026A BOND ISSUANCE	3,939.68
06/08/2026	PFM	2026A BOND ISSUANCE	468.38
06/08/2026	PFM	2026A BOND ISSUANCE	281.84
06/08/2026	PFM	2026A BOND ISSUANCE	281.84
06/08/2026	PFM	2026A BOND ISSUANCE	8,254.46
06/08/2026	PFM	2026A BOND ISSUANCE	3,653.78
06/08/2026	PFM	2026A BOND ISSUANCE	3,396.27
06/11/2026	PFM GROUP CONSULTING LLC	MULTI-YEAR FINANCIAL MODEL SERVICE 1 PAY REQ 1	44,220.00
06/22/2026	PLAYAWAY PRODUCTS LLC	EQUIPMENT	5,519.94
06/22/2026	PLAYAWAY PRODUCTS LLC	CHILDREN'S MEDIA	396.68
06/08/2026	PLUMB SUPPLY	BUILDING MAINT	192.70
06/22/2026	PLUMB SUPPLY	BUILDING MAINT	119.00
05/29/2026	POLK COUNTY SHERIFF	CURRENT PAY GARNISHMENT - POLK COUNTY Pay Period: 05/23/2026	489.10
06/12/2026	POLK COUNTY SHERIFF	CURRENT PAY GARNISHMENT - POLK COUNTY Pay Period: 06/06/2026	576.39
06/08/2026	POWERPLAN	#741A REPAIR	926.89
06/08/2026	PRECISION COMPONENTS LLC	EXECUTIVE COACHING	1,000.00
06/08/2026	PRODIGY CARE SERVICES	411 RX	1,550.21
06/08/2026	PRODIGY CARE SERVICES	411 RX	36.74
06/08/2026	PRODIGY CARE SERVICES	411 RX	36.74
06/08/2026	PRODIGY CARE SERVICES	411 RX	13.17
06/08/2026	PRODIGY CARE SERVICES	411 RX	1,550.21
05/31/2026	PROFESSIONAL SOLUTIONS	CLOVER CC FEES	358.83
06/08/2026	PSYCHOLOGY ASSOCIATES	TRAINING - PAC PROGRAM	6,290.00
06/08/2026	QUALITY STRIPING INC	DURABLE PAINT MARKINGS UNIVERSITY AVE/BLVD AND 73RD ST	26,560.00
06/22/2026	QUALITY STRIPING INC	DURABLE MARKINGS (BUFFALO RD, HICKMAN CT, CLARK ST, NW 124TH AN	12,520.20
06/22/2026	QUALITY STRIPING INC	DURABLE MARKINGS (BUFFALO RD, HICKMAN CT, CLARK ST, NW 124TH AN	529.80
06/08/2026	QUALITY TRAFFIC CONTROL INC	STREET MAINTENANCE SUPPLIES	1,400.00
06/08/2026	QUALITY TRAFFIC CONTROL INC	WATER SUPPLIES	820.00
06/22/2026	QUALITY TRAFFIC CONTROL INC	TRAFFIC CONES	1,110.00
06/22/2026	QUALITY TRAFFIC CONTROL INC	FLOOD TRAILER PARTS	500.00
06/22/2026	R3 COMMERCIAL ROOFING	ROOF REPAIRS	430.22

Date Paid	Vendor Name	Description	Amount Paid
06/08/2026	RED WING BUSINESS ADVANTAGE ACCOUNT	BOOTS BRANDON	250.00
06/12/2026	RELIANCE STANDARD LIFE INSURANCE	VOL LIFE INSURANCE Pay Period: 06/06/2026	1,297.10
06/08/2026	REW SERVICES CORPORATION	ASBESTOS REMOVAL- 1829 86TH ST DEMO	4,665.00
06/08/2026	RINGCENTRAL INC	HOSTED VOICE	2,686.02
06/22/2026	SADIE HEUERTZ	MISC CONTR WORK	195.00
06/22/2026	SCIENCE CENTER OF IOWA	MISC CONTRACT PROGRAM PRESENTER	400.00
06/08/2026	SHI INTERNATIONAL CORP	SOFTWARE SUBSCRIPTION	122.61
06/08/2026	SHREDDER, THE	DOCUMENT DESTRUCTION	60.00
06/08/2026	SILVERSTAR CAR WASH	CAR WASHES - PARKS	40.00
06/08/2026	SILVERSTAR CAR WASH	CAR WASHES - REC	60.00
06/08/2026	SILVERSTAR CAR WASH	CAR WASHES - PW	80.00
06/08/2026	SILVERSTAR CAR WASH	CAR WASHES - PW	40.00
06/22/2026	SKATELAND LLC	FSS TRIP	340.00
06/08/2026	SMITH SEWER SERVICE	SEWER DRAIN LINE CLEANING	132.00
06/08/2026	SMITH SEWER SERVICE	SEWER LINE CLEANING JET VAC CAMERA	1,723.00
06/08/2026	SMITH'S SEWER SERVICE, INC.	CAMERA & TRACE SEWER LINE - CAC	198.00
06/22/2026	SNYDER & ASSOCIATES	HICKMAN/156TH ADA IMPROVEMENTS	19,227.04
06/22/2026	SNYDER & ASSOCIATES	HICKMAN/156TH ADA IMPROVEMENTS	13,084.00
06/22/2026	SOUTH DALLAS COUNTY LANDFILL	LANDFILL	15.00
06/08/2026	SPRAYER SPECIALTIES INC	PARTS FOR SANDBLASTER	24.05
06/08/2026	SPRAYER SPECIALTIES INC	LID ASSEMBY FOR SAND BLASTER	48.88
06/22/2026	SPRAYER SPECIALTIES INC	WATER TANK	4,390.28
06/08/2026	STAPLES	OFFICE SUPPLIES	71.40
06/08/2026	STAPLES	SHOP SUPPLIES	76.38
06/08/2026	STAPLES	OFFICE SUPPLIES	98.95
05/29/2026	STERNQUIST CONSTRUCTION INC	HARBACH BLVD RECONSTRUCTION PH 2 PAY REQ 1	66,274.57
06/08/2026	STIVERS FORD	VEHICLE REPAIR	2,073.89
06/08/2026	STIVERS FORD	VEHICLE REPAIR	1,228.84
06/22/2026	STRYKER SALES CORP	AED	2,213.27
06/22/2026	STUART VETERINARY CLINIC	GOATS MEDICAL	102.19
06/08/2026	SUPERIOR PEST CONTROL	PEST CONTROL	47.85
06/08/2026	SUPERIOR PEST CONTROL	PEST CONTROL	104.61
06/08/2026	SUPERIOR PEST CONTROL	PEST CONTROL	177.54
06/08/2026	SUPERIOR PEST CONTROL	PEST CONTROL	250.00
06/08/2026	SUPERIOR PEST CONTROL	PEST CONTROL	331.00
06/08/2026	TONY MORO POWDER COAT & BLASTING	GROUNDS MAINT	125.00
05/29/2026	TREAS - STATE OF IA WH TAX	STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 05/23/2026	24,708.00
06/12/2026	TREAS - STATE OF IA WH TAX	STATE WITHHOLDING STATE WITHHOLDING TAX Pay Period: 06/06/2026	26,417.00
05/31/2026	TREASURER STATE OF IOWA	WATER EXCISE TAX	17,570.87
05/31/2026	TREASURER STATE OF IOWA	UTILITY SALES TAX	9,521.70
06/08/2026	TRITECH FORENSICS	OTHER EQUIPMENT-EVIDENCE SUPPLIES	277.52
06/22/2026	TRUCK EQUIPMENT INC	EQUIPMENT MAINT	635.60
06/08/2026	TUBE PRO INC	LAZY RIVER TUBES	1,536.90
06/22/2026	TUBE PRO INC	LAZY RIVER TUBES	1,590.75
06/22/2026	ULINE	SAFETY	185.41
06/22/2026	ULINE	SAFETY	185.41
06/22/2026	ULINE	SAFETY	185.41
06/22/2026	ULINE	SAFETY	185.39
05/31/2026	UMB Bank	2025B INTEREST	137,665.00
05/31/2026	UMB Bank	2019B INTEREST	40,352.50
05/31/2026	UMB Bank	2019B PRINCIPAL	205,000.00
05/31/2026	UMB Bank	2019A INTEREST	18,987.50
05/31/2026	UMB Bank	2019A PRINCIPAL	380,000.00
05/31/2026	UMB Bank	2017B INTEREST	2,325.00
05/31/2026	UMB Bank	2017B PRINCIPAL	155,000.00
05/31/2026	UMB Bank	2017A INTEREST	1,995.00
05/31/2026	UMB Bank	2017A PRINCIPAL	190,000.00
05/31/2026	UMB Bank	2013A INTEREST	7,185.00

Date Paid	Vendor Name	Description	Amount Paid
05/31/2026	UMB Bank	2013A PRINCIPAL	160,000.00
05/31/2026	UMB Bank	2025B PRINCIPAL	300,000.00
05/31/2026	UMB Bank	2025A INTEREST	133,375.00
05/31/2026	UMB Bank	2025A PRINCIPAL	245,000.00
05/31/2026	UMB Bank	2024B INTEREST	75,450.00
05/31/2026	UMB Bank	2024B PRINCIPAL	245,000.00
05/31/2026	UMB Bank	2024A INTEREST	119,750.00
05/31/2026	UMB Bank	2024A PRINCIPAL	335,000.00
05/31/2026	UMB Bank	2023B INTEREST	111,762.51
05/31/2026	UMB Bank	2023B PRINCIPAL	225,000.00
05/31/2026	UMB Bank	2023A INTEREST	81,000.00
05/31/2026	UMB Bank	2023A PRINCIPAL	335,000.00
05/31/2026	UMB Bank	2022A INTEREST	60,750.00
05/31/2026	UMB Bank	2022A PRINCIPAL	375,000.00
05/31/2026	UMB Bank	2021C INTEREST	104,121.88
05/31/2026	UMB Bank	2021C PRINCIPAL	310,000.00
05/31/2026	UMB Bank	2021B INTEREST	52,445.00
05/31/2026	UMB Bank	2021B PRINCIPAL	250,000.00
05/31/2026	UMB Bank	2021A INTEREST	30,275.00
05/31/2026	UMB Bank	2021A PRINCIPAL	250,000.00
05/31/2026	UMB Bank	2020B INTEREST	46,323.75
05/31/2026	UMB Bank	2020B PRINCIPAL	265,000.00
05/31/2026	UMB Bank	2020A INTEREST	20,225.00
05/31/2026	UMB Bank	2020A PRINCIPAL	180,000.00
05/31/2026	UMB Bank	2019C INTEREST	20,300.00
05/31/2026	UMB Bank	2019C PRINCIPAL	240,000.00
05/31/2026	UMB Bank	2026A REG FEE	300.00
05/31/2026	UMB Bank	2020B REG FEE	600.00
05/31/2026	UMB Bank	2020A REG FEE	600.00
05/31/2026	UMB Bank	2021A REG FEE	600.00
05/31/2026	UMB Bank	2021B REG FEE	600.00
05/31/2026	UMB Bank	2023A REG FEE	600.00
05/31/2026	UMB Bank	2025A REG FEE	600.00
06/22/2026	UNIQUE	MISC CONTRACT WORK- COLLECTION AGENCY	9.85
05/29/2026	UNITED WAY	CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 05/23/2026	57.69
06/12/2026	UNITED WAY	CURRENT PAY WITHHOLDING UNITED WAY Pay Period: 06/06/2026	57.69
06/08/2026	UNPLUGGED WIRELESS COMMUNICATIONS LLC	GROUP 31 SIREN BATTERY REPLACEMENT	1,350.00
06/08/2026	UP CUT LAWN CARE	LAWN/MOWING SERVICES	16,940.29
06/08/2026	VALVOLINE LLC	VEHICLE OPERATIONS	46.74
06/22/2026	VERIZON	DCU CELL	125.12
06/22/2026	VULCAN INC.	STEEL STRAPPING	572.30
06/22/2026	WEST DES MOINES WATER WORKS	WATER FACILITIES	212.02
06/22/2026	WEX BANK	FUEL	142.76
06/22/2026	WEX BANK	FUEL	52.49
06/22/2026	WEX BANK	FUEL	110 99
06/22/2026	WEX BANK	FUEL	1,396.48
06/22/2026	WEX BANK	FUEL	973.82
06/22/2026	WEX BANK	FUEL	227.22
06/22/2026	WEX BANK	FUEL	779.96
06/22/2026	WEX BANK	FUEL	770.58
06/22/2026	WEX BANK	FUEL	4,015.39
06/22/2026	WEX BANK	FUEL	8,372.83
06/22/2026	WEX BANK	FUEL	952.26
06/22/2026	WEX BANK	FUEL	1,621.29
06/22/2026	WEX BANK	FUEL	1,677.93
06/22/2026	WEX BANK	FUEL	1,340.35
06/08/2026	WORKSPACE INC	HARBACH RECREATION DESK	2,864.50
05/31/2026	XPRESS BILL PAY	Tran Fees- UB	1,516.12

Date Paid	Vendor Name	Description	Amount Paid
05/31/2026	XPRESS BILL PAY	Tran Fees- UB	1,212.90
05/31/2026	XPRESS BILL PAY	Tran Fees- UB	303.22
05/31/2026	XPRESS BILL PAY	Tran Fees- PD	21.46
05/31/2026	XPRESS BILL PAY	Tran Fees- Rec	186.48
05/31/2026	XPRESS BILL PAY	Tran Fees- Pool	186.48
05/31/2026	XPRESS BILL PAY	Tran Fees- CD	72.52
05/31/2026	XPRESS BILL PAY	Tran Fees- PW	5.18
05/31/2026	XPRESS BILL PAY	Tran Fees- Admin	29.00
06/08/2026	XTREME TREE	TREE REMOVAL	1,360.00
06/22/2026	ZIEGLER INC	GENERATOR MAINT	1,890.77
05/31/2026	ZIFT PAYMENT PROCESSING	CC FEES	3,587.19
Grand Totals:			9,919,553.96

Date Paid	Vendor Name	Description	Amount Paid

The following expenditures have been reviewed and authorized as being justified and properly due and made in accordance to city guidelines.
This listing has been prepared by Finance Department staff and is being submitted to the City Council for approval.

Bill List Claims (05/26/2026 - 6/22/2026)	$	9,919,553.96
Payroll (05/29/2026)		372,645.41
Payroll (6/12/2026)		424,557.92
Total	$	10,716,757.29

Of the total payrolls, $3080.85 are expense reimbursements.

Elizabeth A Hansen Date: 6/22/2026
Elizabeth Hansen, Director of Administrative Services

Dated: 6/25/2026

City Council:

Breanne Hocker _____

Eric Klein _____

Ted Weaver _____

Sadie Gasparotto _____

Susan Judkins _____

Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: June 25, 2026
RE: Approve Retail Alcohol Sales License Renewal Application - The Other Place - 12401 University Avenue

SYNOPSIS:
Staff recommends approval.

Attachments:
1. The Other Place 06_24_2026

Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: June 25, 2026
RE: Approve Retail Alcohol Sales License Renewal Application - Clive Festival

SYNOPSIS:
Staff recommends approval.

Attachments:
1. Clive Festival

Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: June 25, 2026
RE: Approve Retail Alcohol Sales License Renewal Application - Cool Basil - 1250 NW 86th Street

SYNOPSIS:
Staff recommends approval.

Attachments:
1. Cool Basil 06_10_2026

Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: June 25, 2026
RE: Approve Retail Alcohol Sales License Amendment Application - Aura Restaurant - 12851 University Avenue, Suite 400

SYNOPSIS:

This amendment is adding outdoor service back to their license, which was inadvertently omitted from their license. Staff recommends approval.

Attachments:
1. Aura Restaurant

Memo

TO: Mayor and Council members
FROM: Clay Garcia, Fire Chief
DATE: June 25, 2026
RE: Resolution Authorizing EMS Account Adjustments and Write-Offs

SYNOPSIS:
Attached are the resolution and summary of EMS account adjustments and insurance write-off requests for EMS billing from July 1, 2024, through May 31, 2026. Due to issues with the previous billing company, FY25 write-offs were deferred until this year.
The total amount of requested EMS account adjustments and write-offs is $829,934.13. 64.5% are Medicare adjustments, 27.8% are Medicaid adjustments, and the remaining 7.7% are auto, facility, EMS MC timely filing, and private insurance adjustments and write-offs.

Attachments:
1. 2-EMS Write Offs 2026 Resolution
2. 3-Addedum FY25-FY26 Write Offs

RESOLUTION NO. _____

RESOLUTION AUTHORIZING AND DIRECTING THE FIRE CHIEF
TO WRITE OFF AS UNCOLLECTIBLE CERTAIN
EMERGENCY MEDICAL SERVICE ACCOUNTS

WHEREAS, the Fire Chief has reviewed the list of EMS accounts showing contractual adjustments, as well as, accounts with balances due, payable, and delinquent as of Ju1y, 2024; and

WHEREAS, the Fire Chief has informed the Clive City Council that it is advisable for the City to write off certain such accounts which are contractual adjustments, as well as uncollectable accounts as shown on Exhibit "A" attached hereto; and

WHEREAS, based upon the advice of the Fire Chief and a review of Exhibit "A", the Clive City Council believes that it is in the best interest of the City to write off said contractual adjustments and delinquent EMS accounts as uncollectible.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the Fire Chief of the City of Clive, Iowa, is hereby authorized and directed to write off the official books and records of the City of Clive, Iowa, the EMS accounts shown on Exhibit "A", attached hereto, and by this reference incorporated herein, as uncollectible.

PASSED AND APPROVED THIS 25th DAY OF JUNE 2026.

_____
John Edwards, Mayor

ATTEST:

_____
Matthew Graham, City Clerk

EMS Account Adjustments and Write-Offs
As of May 31, 2026
Appendix A

2024/2025 EMS MC Write Offs		
Auto Insurance	$ 1,189.41	*0.3%*
Facility	$ 2,682.38	*0.7%*
Medicaid	$ 114,981.37	*29.5%*
Medicare	$ 245,407.10	*62.9%*
Private Insurance	$ 25,148.95	*6.4%*
EMS MC Timely Filling	$ 932.64	*0.2%*
Bankruptcy	$ -	*0.0%*
TOTAL	**$ 390,341.85**	*100.0%*

2025/2026 EMS MC Write Offs		
Auto Insurance	$ 2,906.84	*1.99%*
Facility	$ 388.51	*0.27%*
Medicaid	$ 36,219.11	*24.76%*
Medicare	$ 91,377.14	*62.46%*
Private Insurance	$ 12,895.79	*8.81%*
EMS MC Timely Filling	$ 2,513.03	*1.72%*
Bankruptcy	$ -	*0.00%*
TOTAL	**$ 146,300.42**	*100.00%*

2025/2026 PCC Write-Offs		
Auto Insurance	$ -	*0.0%*
Facility	$ -	*0.0%*
Medicaid	$ 79,484.26	*27.1%*
Medicare	$ 198,889.05	*67.8%*
Private Insurance	$ 14,918.55	*5.1%*
Bankruptcy	$ -	*0.0%*
TOTAL	**$ 293,291.86**	*100.0%*

Total Write-Offs		
Auto Insurance	**$ 4,096.25**	***0.5%***
Facility	**$ 3,070.89**	***0.4%***
Medicaid	**$ 230,684.74**	***27.8%***
Medicare	**$ 535,673.29**	***64.5%***
Private Insurance	**$ 52,963.29**	***6.4%***
EMS MC Timely Filling	**$ 3,445.67**	***0.4%***
Bankruptcy	$ -	***0.0%***
TOTAL	**$ 829,934.13**	***100.0%***

EMS MC FY24/25 Write-Offs

Payor	Gross Charge	Contral Allowance	Net Charge	Payments
Auto Insurance	$9,700.56	$1,189.41	$8,511.15	$9,231.89
Facility	$3,721.32	$2,682.38	$1,038.94	$4,823.89
Medicaid	$564,562.80	$114,981.37	$449,581.43	$337,937.18
Medicare	$560,238.86	$245,407.10	$314,831.76	$304,959.98
Private	$196,932.60	$23,355.62	$173,576.98	$128,369.25
Timely Filing	$932.64	$932.64	$0.00	$0.00
Other Govt Pay	$16,308.00	$1,793.33	$15,447.31	$11,653.61
Totals	**$1,352,396.78**	**$390,341.85**	**$962,987.57**	**$796,975.80**

EMS MC FY25/26 Write-Offs

Payor	Gross Charge	Contral Allowance	Net Charge	Payments
Auto Insurance	$2,655.96	$2,906.84	-$1,136.72	$3,598.08
Facility	$1,001.28	$388.51	$612.77	$2,812.53
Medicaid	$182,255.93	$36,219.11	$146,036.82	$225,728.39
Medicare	$169,037.40	$91,377.14	$77,660.26	$128,631.79
Private	$40,861.92	$11,406.43	$29,455.49	$75,853.77
Timely Filing	$2,513.03	$2,513.03	$0.00	$0.00
Other Govt Pay	$6,073.56	$1,489.36	$4,584.20	$7,049.92
Totals	**$404,399.08**	**$146,300.42**	**$257,212.82**	**$443,674.48**

Transaction Type Summary by Payer Report Group

Transaction Date	GreaterThanOrEqual	7/1/2025
Transaction Date	LessThanOrEqual	5/31/2026
Company Code	InList	CLIVE FIRE AND EMS

Payer Report Group Description	Payments	Bad Debts Recoveries	Total Payments	Insurance Contractual Write Offs	Patient Write Offs	Write Off Bad Debt	Refunds	Invoices	Total AR Month
	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$1,072,977.41**	**$1,072,977.41**
BCBS	($32,680.08)	$0.00	($32,680.08)	($12,147.82)	$0.00	$0.00	$0.00	**$0.00**	**($44,827.90)**
Contract	$0.00	$0.00	$0.00	($315.00)	$0.00	$0.00	$0.00	**$0.00**	**($315.00)**
Hospice	($984.50)	$0.00	($984.50)	$0.00	$0.00	$0.00	$0.00	**$0.00**	**($984.50)**
Liability Ins	($2,826.50)	$0.00	($2,826.50)	$0.00	$0.00	$0.00	$0.00	**$0.00**	**($2,826.50)**
Medicaid	($10,391.09)	$0.00	($10,391.09)	($3,395.69)	$0.00	$0.00	$0.00	**$0.00**	**($13,786.78)**
Medicaid MCO	($274,196.55)	$0.00	($274,196.55)	($76,088.57)	$0.00	$0.00	$0.00	**$0.00**	**($350,285.12)**
Medicare	($92,421.10)	$0.00	($92,421.10)	($114,507.62)	$0.00	$0.00	$0.00	**$0.00**	**($206,928.72)**
Medicare HMO	($54,966.42)	$0.00	($54,966.42)	($84,381.43)	$0.00	$0.00	$0.00	**$0.00**	**($139,347.85)**
Patient	($13,591.19)	$0.00	($13,591.19)	$0.00	$23.53	$0.00	$0.00	**$0.00**	**($13,567.66)**
Private Insurance	($31,017.13)	$0.00	($31,017.13)	($1,526.81)	$0.00	$0.00	$0.00	**$0.00**	**($32,543.94)**
Veterans Administratior	($19,362.26)	$0.00	($19,362.26)	($928.92)	$0.00	$0.00	$0.00	**$0.00**	**($20,291.18)**
Totals	**($532,436.82)**	**$0.00**	**($532,436.82)**	**($293,291.86)**	**$23.53**	**$0.00**	**$0.00**	**$1,072,977.41**	**$247,272.26**

Memo

TO: Mayor and Council members
FROM: Stephanie Keller, Library Manager
DATE: June 25, 2026
RE: Resolution Authorizing Write-Off of Uncollectible Library Accounts

SYNOPSIS:

ttached are Clive Public Library debt write-offs. The library debt write-off total for FY2025-26 is 5318.87. The criterion is "10 years from the incurrence of the original fine."

atron 21079 had fines totaling $184.20 from 27 titles. The original charge to this patron was om August 24, 2015. The patron was sent to the collection agency on November 12, 2025.

atron 25414 had replacement charges totaling $219.01 from 8 titles. All the titles on the patron's ccount range in cost from $10 to $33 in replacement charges. The original charge to this patron as from October 11, 2016. The patron was sent to the collection agency on December 31, 2016.

atron 26722 had replacement charges totaling $273.32 from 14 titles. All the titles on the atron's account range in cost from $7 to $23 in replacement charges. The original charges to is patron were from August 5, 2016. The patron was sent to the collection agency October 20, 026.

Attachments:

1. Debt Write off Resolution 26.6
2. Copy of FY 26 WRITE OFF

Resolution No._____

RESOLUTION AUTHORIZING AND DIRECTING THE CITY TREASURER TO WRITE-OFF AS UNCOLLECTIBLE CERTAIN LIBRARY ACCOUNTS

WHEREAS, the City Clerk has reviewed the list of library accounts showing balances due, payable, and delinquent as uncollected bad debts, specifically those such accounts closed by collection agencies, all efforts exhausted and such bankruptcy accounts, if any, or accounts under $30.00 as shown on Exhibit A hereto: and

WHEREAS, based upon the advice of the City Clerk and a review of Exhibit A, the Clive City Council believes that it is in the best interest of the City to write off said due, payable, and delinquent library accounts as uncollectible bad debts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the City Clerk of the City of Clive, Iowa, is hereby authorized and directed to write-off the official books and records of the City of Clive, Iowa, the library accounts shown on Exhibit A, attached hereto, and by the reference incorporated herein, as uncollectible bad debts, after reference incorporated herein, as uncollectible bad debts, after applying and setting-off any deposit held by the City, therefore.

PASSED AND APPROVED THIS 25th DAY OF JUNE, 2026

_____
John Edwards, Mayor

ATTEST:

_____
Matthew Graham, City Clerk

P code	Amount Due	Date Checked Out	Date Due	Date billed	Coll. Ag.	write off date
26455	4.80	6/27/2016	7/18/2016	7/27/2016 0:00		2026
6460	100.13	5/26/2016	6/16/2016	8/19/2016	11/3/2016	2026
16342	5.00	8/4/2016 0:00	8/25/2016	8/30/2016		2026
25825	225.58	12/11/2015	1/2/2016	3/3/2016	5/19/2016	2026
26233	16.20	10/23/2016 0:00	11/13/2016	11/26/2016		2026
3686	2.00	8/28/2016	9/18/2016	9/21/2016 9:23		2026
26824	3.20	10/19/2016	11/9/2016	11/17/2016 11:41		2026
26820	27.00	10/25/2016	11/15/2016	11/16/2016 16:30		2026
10573	4.80	9/14/2016	10/5/2016	10/9/2016 16:43		2026
26822	6.20	10/15/2016	11/8/2016	12/12/2016 19:09		2026
26160	18.97	5/7/2016	5/28/2016	7/29/2016 16:17		2026
25664	329.98	1/5/2016 18:54	3/22/2016	5/26/2016	8/18/2016	2026
25837	32.00	12/21/2015	1/11/2016	2/22/2016 15:43		2026
8480	0.20	11/9/2016 0:00	11/30/2016	12/1/2016		2026
25523	113.30	8/20/2015	9/10/2015	11/13/2015	1/28/2016	2025
22755	3.00	7/8/2016	7/29/2016	8/14/2016 12:46		2026
25641	102.94	9/18/2016	10/9/2016	12/9/2016	2/23/2017	2026
22841	34.98	5/1/2016	5/22/2016	7/22/2016 12:36		2026
22880	64.56	4/15/2016	5/6/2016	7/8/2016		2026
18678	99.56	4/15/2016	5/6/2016	9/22/2016	12/8/2016	2026
17164	5.60	3/14/2016	4/4/2016	4/14/2016 8:39		2026
728	0.20	11/27/2016	12/18/2016	12/19/2016 17:22		2026
25791	15.20	4/28/2016	5/19/2016	6/8/2016 13:46		2026
23911	87.80	7/28/2016 0:00	8/18/2016	9/11/2016	12/1/2016	2026
2980	2.40	10/19/2016	11/9/2016	11/15/2016 11:36		2026
26012	1.20	8/27/2016	9/17/2016	9/23/2016 15:49		2026
1858	3.40	7/29/2016	8/19/2016	8/22/2016 16:55		2026
26457	1.60	9/9/2016	9/30/2016	10/5/2016 8:34		2026
26284	2.00	6/13/2016	7/5/2016	7/7/2016 14:25		2026
26719	2.60	9/17/2016	10/8/2016	10/21/2016 17:21		2026
26456	4.00	9/9/2016	9/30/2016	10/5/2016 8:34		2026

20210	1.80	6/9/2016	6/30/2016	7/5/2016 16:02		2026
20209	5.20	4/29/2016	5/20/2016	5/24/2016 16:10		2026
26150	43.59	10/19/2025	11/9/2025	6/9/2016 8:09		2026
17307	1.20	3/26/2016	4/16/2016	4/18/2016 12:50		2026
25782	1.40	3/5/2016	3/26/2026	4/3/2016 15:36		2026
26848	6.95	10/22/2016 0:00	11/12/2016	11/16/2016		2026
26700	2.40	9/7/2016	9/28/2016	10/4/2016 16:23		2026
18464	16.80	4/12/2016	5/3/2016	5/10/2016 9:29		2026
25795	124.93	10/5/2016	10/26/2016	12/19/2016 13:20	3/9/2017	2026
1004	6.20	7/6/2016	7/27/2016	8/28/2016 12:58		2026
25629	353.57	9/29/2015	10/20/2015	1/31/2016	2/25/2016	2026
14409	0.20	8/12/2016	9/2/2016	9/6/2016 9:03		2026
25970	5.80	3/26/2016	4/16/2016	4/23/2016 14:53		2026
25890	135.74	1/13/2016	2/3/2016	4/8/2016	6/23/2016	2026
26473	2.40	7/2/2016	7/23/2016	7/29/2016 15:22		2026
25446	1.60	6/5/2016	6/26/2016	7/11/2016 8:23		2026
25054	12.60	1/24/2016	2/14/2016	3/13/2016 12:46		2026
9519	6.20	6/3/2016	6/24/2016	7/27/2016 8:05		2026
26671	6.40	8/29/2016	9/19/2016	10/21/2016 17:24		2026
26531	9.60	7/14/2016	8/4/2016	9/22/2016 17:47		2026
25206	11.40	3/18/2016	4/8/2016	4/27/2016 19:22		2026
12783	5.60	3/21/2016	4/11/2016	4/20/2016 9:31		2026
26759	1.40	9/28/2016	10/19/2026	10/26/2016 11:37		2026
16194	0.40	5/23/2016	6/13/2016	6/14/2016 13:09		2026
25746	195.99	1/4/2016	1/25/2016	5/20/2016	6/16/2016	2026
18534	5.20	5/13/2016	6/3/2016	6/29/2016 19:28		2026
25701	3.00	9/20/2016	10/11/2016	10/26/2016 18:04		2026
25881	1.80	8/22/2016	9/12/2016	9/15/2016 16:58		2026
26908	13.80	11/10/2016	12/1/2016	12/28/2016 14:20		2026
25662	21.50	5/9/2016	5/31/2016	6/2/2016 10:45		2026
24836	8.40	5/15/2016	6/5/2016	6/12/2016 12:34		2026
26372	0.60	6/14/2016	7/5/2016	7/6/2016 13:43		2026
23485	7.00	8/4/2016	8/25/2016	8/30/2016 18:46		2026

20176	5.00	6/17/2016	7/8/2016	7/13/2016 10:48		2026
25454	127.94	11/14/2015	12/5/2015	2/4/2016	4/21/2016	2026
19654	9.60	11/6/2015	11/28/2015	1/21/2016 19:39		2025
4525	5.80	6/7/2016 0:00	6/28/2016	7/2/2016		2026
25412	1.40	10/3/2016	10/24/2016	10/25/2016 16:14		2026
25939	49.07	1/30/2016	2/20/2016	4/10/2016 12:44		2026
25940	17.60	1/30/2016	2/20/2016	4/10/2016 12:45		2026
26687	0.70			12/12/2016 14:18		2026
26685	4.20	9/5/2016	9/23/2016	9/30/2016 15:53		2026
26779	1.20	10/25/2016	11/15/2016	11/16/2016 11:41		2026
25759	0.20	7/14/2016	8/4/2016	8/5/2016 10:32		2026
25743	2.80	12/3/2015	12/26/2015	1/4/2016 8:25		2025
26701	4.75	10/7/2016	10/28/2016	12/30/2016 16:57		2026
24788	5.80	11/18/2015	12/9/2015	1/12/2016 17:07		2025
26255	31.07	5/27/2016	6/17/2016	7/9/2016		2026
23851	4.80	2/22/2016	3/14/2016	3/15/2016 11:12		2026
26100	10.07	4/9/2016	4/30/2016	7/1/2016		2026
26187	1.00	7/27/2016	8/17/2016	8/22/2016 9:54		2026
26849	7.20	10/23/2016	11/13/2016	11/16/2016 13:04		2026
26072	4.80	8/19/2016	9/9/2016	9/18/2016 12:22		2026
8257	1.00			4/29/2016 13:48		2026
25090	129.03	5/22/2015	6/12/2015	8/15/2015	10/29/2015	2025
26412	10.40	8/9/2016	8/30/2016	9/26/2016 17:19		2026
14033	4.00	7/19/2016 0:00	8/9/2016	8/11/2016		2026
26013	25.44	5/3/2016	5/24/2016	5/31/2016 8:40		2026
3691	2.60	4/26/2016	5/17/2016	5/31/2016 18:42		2026
26540	10.80	7/16/2016	8/8/2016	8/17/2016 11:10		2026
26478	8.00	7/5/2016	7/26/2016	8/3/2016 15:05		2026
27928	10.61	2/5/2016	2/26/2016	4/29/2016		2026
25752	24.00	11/2/2015	11/23/2015	1/8/2016 8:19		2025
26203	53.03	9/1/2016 0:00	9/22/2016	10/22/2016		2026
26390	16.80	6/16/2016	7/7/2016	7/21/2016 10:34		2026
25492	11.60	9/10/2016	10/1/2016	10/2/2016 20:09		2026

26428	29.00	8/4/2016	8/25/2016	10/29/2016 9:14		2026
25096	17.99	4/11/2016	5/2/2016	5/9/2016 0:00		2026
20793	2.20	11/28/2015	12/19/2025	1/4/2016 12:01		2025
14575	9.60	9/16/2016 0:00	10/4/2016	10/29/2016		2026
25814	4.80	6/15/2016	7/6/2016	7/11/2016 6:54		2026
6336	22.60	6/30/2016	7/21/2016	7/23/2016 15:41		2026
25889	5.70	3/9/2016	3/30/2016	4/8/2016 0:00		2026
23532	2.60	11/9/2016	11/27/2016	12/5/2016 9:54		2026
26400	31.95	6/17/2016	7/8/2016	9/9/2016 15:09		2026
17194	2.40	8/19/2016	9/9/2016	9/21/2016 16:43		2026
21961	3.00	8/12/2015	9/2/2015	9/8/2015		2025
14078	0.80	11/7/2016	11/28/2016	11/30/2016 8:20		2026
26025	9.00	3/30/2016	4/20/2016	4/28/2016 11:44		2026
22028	0.20	11/23/2016	12/14/2016	12/15/2016 15:58		2026
26264	9.60	5/28/2016	6/18/2016	6/22/2016 8:55		2026
26642	85.03	8/18/2016	9/8/2016	11/11/2016	1/26/2017	2026
16991	2.00	10/7/2016	10/28/2026	10/30/2016 11:24		2026
5632	1.00	9/4/2016	9/25/2016	10/1/2016 8:27		2026
23599	0.20	1/26/2016	2/16/2016	2/17/2016 14:51		2026
26347	10.20	6/9/2016	6/30/2016	7/18/2016 13:07		2026
25776	3.60	7/31/2016	8/21/2016	8/24/2016 19:18		2026
25779	25.20	1/28/2016	2/18/2016	3/8/2016 19:24		2026
13318	4.40	7/20/2016	8/10/2016	8/15/2016 10:06		2026
26353	47.29	6/15/2016	7/6/2016	7/9/2016 13:15		2026
25372	26.35			4/7/2016 6:00		2026
91199	17.37	9/6/2015	9/27/2015	12/11/2015		2025
26472	43.10	7/23/2016	8/13/2016	10/14/2016 17:39		2026
25438	1.00	12/1/2016	12/22/2016	12/27/2016 15:37		2026
26434	24.80	6/24/2016	7/15/2016	9/16/2016 16:12		2026
25199	14.71	10/5/2016	10/26/2016	10/27/2016 16:57		2026
25434	49.60	2/6/2016	2/27/2016	4/1/2016 16:56		2026
25918	6.40	1/23/2016	2/13/2016	2/16/2016 13:49		2026
16978	2.40	1/15/2016 0:00	2/5/2016	2/8/2016		2026

25487	8.00	11/28/2015	12/19/2015	1/13/2016 14:09		2025
24065	4.75	8/31/2016	9/21/2016	9/22/2016 13:55		2026
17273	6.60	4/10/2016	5/1/2016	5/12/2016 18:14		2026
24129	2.80	9/21/2016	10/12/2016	10/26/2016 15:02		2026
26722	273.32	5/9/2016	5/31/2016	8/5/2016	10/20/2016	2026
26399	4.80	10/18/2016	11/8/2016	11/22/2016 15:24		2026
13475	6.60	8/30/2016	9/20/2016	9/21/2016 13:23		2026
25219	1.20	7/12/2016	8/2/2016	8/8/2016 14:18		2026
24481	4.20	5/12/2016	6/2/2016	6/16/2016 8:08		2026
25274	122.00	6/6/2016	6/27/2016	7/21/2016 0:00	10/6/2016	2026
26367	34.40	6/30/2016 0:00	7/21/2016	7/22/2016		2026
15702	0.20	12/20/2015	1/10/2016	1/11/2016 12:09		2026
10910	6.00	5/4/2016	5/25/2016	6/3/2016 17:25		2026
26512	2.20	7/11/2016 0:00	8/1/2016	8/2/2016		2026
26615	0.80	9/21/2016	10/12/2016	10/14/2016 13:40		2026
26057	1.20	5/16/2016	6/6/2016	6/7/2016 14:21		2026
4153	2.60	6/6/2016	6/27/2016	7/11/2016 17:55		2026
11238	2.60	3/15/2016	4/5/2016	4/18/2016 11:15		2026
72389	42.25	6/15/2015	7/6/2015	9/5/2015		2025
18776	3.20	10/31/2016	11/21/2016	12/10/2016 15:14		2026
17942	0.40	1/13/2016 0:00	2/3/2016	2/5/2016		2026
26658	20.20	8/25/2016	9/15/2016	9/17/2016 15:23		2026
26378	7.80	6/24/2016	7/15/2016	7/28/2016 15:30		2026
16175	5.40	1/26/2016	2/16/2016	3/1/2016 15:44		2026
26341	2.60	6/29/2016	7/20/2016	8/2/2016 14:37		2026
194	2.00	11/8/2016	11/29/2016	12/9/2016 16:11		2026
25963	9.00	2/11/2016	3/3/2016	3/19/2016 8:33		2026
16076	1.80	7/1/2016	7/22/2016	7/31/2016 16:01		2026
20258	0.20	8/17/2016	9/7/2016	9/15/2016 12:30		2026
25962	9.60	3/3/2016	3/24/2016	4/6/2016 19:31		2026
26204	13.00	6/5/2016	6/26/2016	6/29/2016 19:25		2026
24979	163.99	7/13/2016	8/3/2016	8/24/2016	12/22/2016	2026
26419	4.00	7/7/2016	7/28/2016	8/8/2016 8:53		2026

18396	115.79	11/6/2015	11/28/2015	2/4/2016	4/21/2016	2026
24674	6.00	6/13/2016	7/5/2016	7/21/2016 8:29		2026
17091	8.00	9/6/2016	9/27/2016	10/7/2016 16:05		2026
25616	1.00			5/2/2016 14:45		2026
8316	1.80	8/7/2016	8/28/2016	8/29/2016 19:13		2026
21584	12.80	10/6/2016	10/27/2016	11/12/2016 14:39		2026
25414	219.01	7/18/2015	8/8/2015	10/11/2015	12/31/2015	2025
26958	29.60	11/29/2016	12/20/2016	12/29/2016 9:00		2026
15502	21.60	7/18/2016	8/8/2016	8/9/2016 11:16		2026
9289	2.80	8/1/2016	8/22/2016	8/23/2016 7:44		2026
13514	25.15	4/26/2016	5/17/2016	5/18/2016		2026
25421	8.40	7/25/2016	8/15/2016	8/17/2016 14:24		2026
26588	2.00	8/1/2016	8/22/2016	8/27/2016 11:50		2026
9980	5.00	4/9/2016	4/30/2016	5/4/2016 16:01		2026
26369	7.80	6/13/2016	7/5/2016	7/6/2016 19:30		2026
6469	1.60	1/26/2016	2/16/2016	2/20/2016 12:10		2026
25774	12.60	6/21/2016	7/12/2016	9/14/2016 16:56		2026
26178	8.00	10/3/2016	10/31/2016	11/14/2016 12:05		2026
13650	1.20	10/10/2015	10/31/2015	11/2/2015		2025
14841	32.39	8/15/2016	9/6/2016	11/11/2016 15:35		2026
25820	20.79			6/23/2016 6:00		2026
26652	3.20	8/23/2016	9/13/2016	9/29/2016 13:25		2026
6926	1.40	6/14/2016	7/5/2016	7/12/2016 11:15		2026
17562	1.80	7/9/2016	7/30/2016	8/8/2016 19:37		2026
17929	3.40	1/12/2016	2/2/2016	2/3/2016 21:33		2026
21079	184.20	7/10/2015	7/31/2015	8/24/2015	11/12/2015	2025
12158	159.20	7/10/2015	7/31/2015	8/24/2015	11/12/2015	2025
25957	12.90	6/8/2016	6/29/2016	6/8/2016 18:42		2026
26118	4.00	8/30/2016	9/20/2016	10/10/2016 17:52		2026
14592	0.60	1/4/2016	1/25/2016	1/28/2016 11:18		2026
26409	6.40	8/18/2016	9/8/2016	9/25/2016 12:30		2026
22980	41.66	7/9/2016	7/30/2016	8/13/2016 8:52		2026
1638	1.00			9/12/2016 12:22		2026

26407	25.80	6/20/2016	7/11/2016	7/12/2016 12:21		2026
26135	19.20	5/9/2016	5/31/2016	6/14/2016 15:39		2026
26468	80.00	6/30/2016	7/21/2016	9/23/2016	12/8/2016	2026
24652	1.20	9/4/2016	9/25/2016	9/28/2016 12:48		2026
25153	0.40	7/6/2016	7/27/2016	7/29/2016 12:51		2026

Memo

TO: Mayor and Council members
FROM: Madison Wirth, Deputy City Clerk
DATE: June 25, 2026
RE: Resolution Authorizing and Directing the City Clerk to Write-Off as Uncollectible Certain Parking Citations

SYNOPSIS:
Before you tonight is a resolution to write-of as uncollectible, certain parking citations.

Exhibit A attached hereto, outlines outstanding parking fines that are greater than 5 years past due, have had all collection efforts exhausted, and have been deemed by staff to be uncollectible.

Attachments:
1. Resolution - 2026 Parking Ticket Write-Off
2. Exhibit - 2026 Parking Ticket Write-Off

RESOLUTION NO. _____

RESOLUTION AUTHORIZING AND DIRECTING THE CITY CLERK TO WRITE-OFF AS UNCOLLECTIBLE CERTAIN PARKING CITATIONS

WHEREAS, the City Clerk has reviewed the list of parking citations showing balances due, payable and delinquent as of June 01, 2026.

WHEREAS, the City Clerk has informed the Clive City Council that it is advisable for the City to write-off certain such accounts which are presently due, payable and delinquent as uncollected bad debts as shown on Exhibit A attached hereto: and

WHEREAS, based upon the advice of the City Clerk and a review of Exhibit A, the Clive City Council believes that it is in the best interest of the City to write-off said due, payable and delinquent parking citations as uncollectible bad debts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the City Clerk of the City of Clive, Iowa, is hereby authorized and directed to write-off the official books and records of the City of Clive, Iowa, the parking citations shown on Exhibit A, attached hereto, and by this reference incorporated herein, as uncollectible bad debts.

PASSED AND APPROVED THIS 25th DAY OF JUNE, 2026

_____
John D. Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

2020 PARKING TICKET WRITE-OFF

DATE	TICKET #	AMOUNT
1/17/2020	017784	$ 30.00
1/17/2020	017245	$ 30.00
1/18/2020	018709	$ 30.00
1/18/2020	018711	$ 30.00
1/23/2020	018514	$ 30.00
1/23/2020	026007	$ 20.00
1/17/2020	018402	$ 30.00
8/29/2020	017790	$ 20.00
9/27/2020	018474	$ 55.00
11/17/2020	016149	$ 20.00
12/14/2020	017623	$ 30.00
12/14/2020	026011	$ 20.00
	TOTAL	**$ 345.00**

Memo

TO: Mayor and Council members
FROM: Jonathan Cygan, Civil Engineer
DATE: June 25, 2026
RE: Resolution Accepting Work - 2026 Curb and Gutter Repair

SYNOPSIS:
The City of Clive awarded the **2026 Curb and Gutter Repair** contract to The Concrete Company in the amount of $22,425.00. The project included removing and replacing curb and gutter and driveway pavement at locations directed by City staff. The work has now been completed.

As a final step in a capital improvements project, the City Council is required to pass a resolution accepting the completed work.

The work was reviewed by City staff and meets the requirements of the plans and specifications for the project. The final project cost is summarized below:

Original Contract Amount	$ 22,425.00
Change Order #1	$ 5,349.75
Final Contract Amount	$ 27,774.75

The Concrete Company has provided all the necessary documentation to close out the project and staff recommends Council approve the resolution accepting the work and approving final cost for the 2026 Curb and Gutter Repair Project. The remaining retainage of $833.24 will be released no less than 30 days after final acceptance.

Please feel free to contact me prior to the meeting at 515-223-6231
or jcygan@cityofclive.com if you have any questions or concerns.

Attachments:
1. Resolution - Accepting Work

RESOLUTION NO. _____

RESOLUTION ACCEPTING WORK FOR THE
2026 CURB AND GUTTER PROJECT

WHEREAS, the City entered into an agreement in connection with the 2026 Curb and Gutter Repair Project (the "Project"); and

WHEREAS, the work has now been completed under the Project; and

WHEREAS, in the judgment of the City Council, the work appears to meet the requirements of the plans and specifications for the Project, and City staff has recommended the acceptance of such Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

> The work on the Project is hereby accepted, and except for the remaining retainage to be held by the City for not less than thirty (30) days after acceptance of the Project, the amount due to the contractor is hereby ordered paid from available funds from which payment for the Project may be made.

PASSED AND APPROVED this ____ day of _____, 2026.

By:_____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Jonathan Cygan, Civil Engineer
DATE: June 25, 2026
RE: Resolution Accepting Work - 2025 Residential PCC Pavement Rehabilitation Project

SYNOPSIS:
The City of Clive awarded the **2025 Residential PCC Pavement Rehabilitation Project** to The Concrete Company in the amount of $634,965.00. The project included removing and replacing of existing pavement within the city of Clive. The work has now been completed.

As a final step in a capital improvements project, the City Council is required to pass a resolution accepting the completed work.

The work was reviewed by City staff and meets the requirements of the plans and specifications for the project. The final project cost is summarized below:

Original Contract Amount	$ 634,965.00
Change Order # 1	$ -7,304.00
Final Contract Amount	$ 627,661.00

The Concrete Company has provided all the necessary documentation to close out the project and staff recommends Council approve the resolution accepting the work and approving final cost for the 2025 Residential PCC Pavement Rehabilitation Project. The remaining retainage of $9,414.92 will be released no less than 30 days after final acceptance.

Please feel free to contact me prior to the meeting at 515-223-6231
or jcygan@cityofclive.com if you have any questions or concerns.

Attachments:
1. Resolution - Accepting Work

RESOLUTION NO. _____

RESOLUTION ACCEPTING WORK FOR THE
2025 RESIDENTIAL PCC PAVEMENT REHABILITATION PROJECT

WHEREAS, the City entered into an agreement in connection with the 2025 Residential PCC Pavement Rehabilitation Project (the "Project"); and

WHEREAS, the work has now been completed under the Project; and

WHEREAS, in the judgment of the City Council, the work appears to meet the requirements of the plans and specifications for the Project, and City staff has recommended the acceptance of such Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

> The work on the Project is hereby accepted, and except for the remaining retainage to be held by the City for not less than thirty (30) days after acceptance of the Project, the amount due to the contractor is hereby ordered paid from available funds from which payment for the Project may be made.

PASSED AND APPROVED this ____ day of _____, 2026.

By:_____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Jonathan Cygan, Civil Engineer
DATE: June 25, 2026
RE: Resolution Approving Change Order #3 - Sternquist Construction - Harbach Blvd Phase 2 Reconstruction - $5,571.50

SYNOPSIS:

Staff is recommending approval of Change Order #3 in the amount of $5,571.50 to Sternquist Construction for work performed on the above referenced project.

The change order covers extra work and adjustments for the following item:

1. Making a temporary storm connection to the existing storm sewer, improving local drainage adjacent to the Harbach Center. The existing storm sewer skews at a different angle than expected, so requires additional fittings to make the connection with the face of the intake. This connection will be abandoned once the permanent storm sewer facilities are completed.

A breakdown of the contract status is as follows:

Amended Contract Amount - $2,701,334.00

Change Order #3 - $5,571.50

Revised Contract Amount - $2,706,905.50

Please feel free to contact me at jcygan@cityofclive.com or 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:
1. Resolution - Change Order #3
2. Change Order #3

RESOLUTION NO. _____

RESOLUTION APPROVING CHANGE ORDER NO. 3
FOR STERNQUIST CONSTRUCTION
HARBACH BLVD PHASE 2 RECONSTRUCTION

WHEREAS, the City staff has determined that it is necessary to make the changes set forth in Change Order No. 3 to the contract with Sternquist Construction in regard to the Harbach Blvd Phase 2 Reconstruction (the "Project"); and

WHEREAS, the City Council of the City of Clive, Iowa, is desirous of approving said Change Order No. 3 and authorizing the Mayor to execute same on behalf of the City of Clive, Iowa.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Change Order No. 3 to the contract with Sternquist Construction, is hereby determined to be in the best interests of the residents of the City of Clive, Iowa, and is hereby accepted and approved by this City Council; and the Mayor is hereby authorized and directed to execute said Change Order No. 3 on behalf of the City of Clive, Iowa.

PASSED AND APPROVED THIS _____ day of _____, 2026.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk

City of Clive
Change Order Details
Harbach P2

Description	Reconstruction of Harbach Blvd
Prime Contractor	STERNQUIST CONSTRUCTION INDIANOLA, IA
Change Order	3
Status	Pending
Date Created	06/04/2026
Type	Changed Conditions
Summary	Temporary storm sewer connection
Change Order Description	Lump sum item to cover cost of material and labor of temporary storm sewer connection.
Awarded Project Amount	$2,700,344.00
Authorized Project Amount	$2,701,334.00
Change Order Amount	$5,571.50
Revised Project Amount	$2,706,905.50

New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					
1090	26-239	LS	1.000	$5,571.500	$5,571.50
Temporary Storm Sewer Connection					
1 item					Total: $5,571.50

Mayor, City of Clive **Date**

Project Engineer, Jon Cygan **Date**

Field Engineer, Nolan Daft **Date**

Contractor, Sternquist Construction **Date**

Memo

TO: Mayor and Council members
FROM: Rai Tokuhisa, Water Resource Engineer
DATE: June 25, 2026
RE: Resolution Approving Amendment #4 - Stantec Consulting Services, Inc. - Little Walnut Creek Restoration and Trail Construction - $118,466.00

SYNOPSIS:
Staff is recommending approval of the attached Professional Services Agreement Amendment in the amount of $118,466.00 with Stantec Consulting Services, Inc. for Phase 2 design services along Little Walnut Creek in the Northwest Neighborhoods between Warrior Lane and Alice's Road. The proposed scope of services amends Stantec's Phase 2 contract previously approved in January of 2023 and includes the following additional work items requested by the city and required for successful completion of design and construction permitting:

1. Design Revisions and Additional Plan Review Submittals – West Stream and Trail: This item covers design revisions to further protect wetlands and reconciling stormwater management along the proposed trail with protecting existing tree root zones along the proposed trail.

2. Trail Design: This item covers an additional request for sidewalk completion along Westgate PKWY and an additional plan set to stage the new pedestrian bridge off of Baxter Drive prior to stream restoration.

3. Boundary Revision and Additional Submittal: This item covers a boundary revision requested to accommodate the construction impacts of City of Waukee's Warrior Lane Bridge project and unanticipated regulatory review comments.

The revised contract completion date proposed is December 31, 2026 and a summary of the PSA and revisions follows:

Original Agreement Amount	$ 671,060.00
Amendment #1:	$ 66,798.00
Amendment #2:	$ 109,005.00
Amendment #3:	$ 209,111.00
Amendment #4:	$ 118,466.00
Revised Agreement Amount:	$ 1,174,440.00

Please feel free to contact me at rtokuhisa@cityofclive or (515) 223-6231 prior to the meeting if you have any questions or concerns.

Attachments:
1. Resolution - 06-25-26 -Stantec LWC ESA_Phase 2_Amdt4_RESOLUTION (1) - Rai
2. 04_Authorization for Additional Services_2026.06.18

RESOLUTION NO._____

RESOLUTION APPROVING AMENDMENT #4 FOR ADDITIONAL PROFESSIONAL CONSULTING SERVICES WITH STANTEC CONSULTING SERVICES INC. FOR LITTLE WALNUT CREEK RESTORATION AND TRAIL CONSTRUCTION PROJECT

WHEREAS, the City has asked Stantec Consulting Services Inc. to perform certain agreed upon additional services relating to the Little Walnut Creek Restoration and Trail Construction project (the "Project"); and

WHEREAS, the City of Clive desires to enter into an agreement with respects to certain aspects of the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That Amendment #4 to the agreement with Stantec Consulting Services Inc. herewith attached as Exhibit "A", regarding the Project be and is hereby approved and accepted by this City Council, and the Mayor is hereby authorized and directed to execute said agreement on behalf of the City; and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor to same.

PASSED AND APPROVED this _____ day of _____, 2026.

CITY OF CLIVE, IOWA

By: _____
John Edwards, Mayor

ATTEST:

By:_____
Matthew D. Graham, City Clerk

AUTHORIZATION FOR ADDITIONAL SERVICES

		Date	18 June 2026
"Stantec"	Stantec Consulting Services Inc.	Stantec Project # Stantec Pipeline #	193806064 942347
	733 Marquette Ave S, Suite 1000 Minneapolis, MN 55402 Ph: (612) 712-2125 email: kellie.schlegel@stantec.com		
Client	City of Clive	Client Project #	
	1900 N.W. 114th St. Clive City Hall, Clive, IA 50325-7077 Ph: (515) 223-6231 email: rtokuhisa@cityofclive.com		
Project Name and Location:	Little Walnut Creek Restoration and Trail Construction	Change Order #	04

This is authorization for Stantec to perform additional services on the project as noted above.

A. Stantec agrees to perform the following additional service(s):

AS-1 Additional Plan Review Submittals and post-60% Design Revisions – West Stream and Trail

Task 1.1: West Trail design revisions and additional submittals

Throughout the course of the project, the design priorities for the trail shifted, and additional submittals have been added to the project deliverables, requiring additional design time beyond what was included in the original scope.

The primary design conflict was how wide the critical impact corridor (combined width of trail, soil quality restoration restoration (SQR) area, and grading) would be and what the hierarchy should be when conflicts in design priorities were encountered. The alignment and the user experience appeared to be the top priority early in the project, but later on, alignment changes were requested by the City to increase tree preservation and SQR coverage.

During the 30% design phase, a preliminary alignment was staked, and then modified in the field during a site walk with both Stantec and City of Clive staff. Modifications were made in part to protect select high-value trees. This revised 30% alignment was then surveyed and used as the basis for the final design (60% and 100%), in conformance with the executed agreement.

Minor changes to the established alignment are to be expected within the design phase to accommodate trail design standards, ADA requirements, utility impacts, and the stream design. However, comments received after the initial 60% comments resulted in rather significant change to the trail design, including the horizontal alignment (up to 50' in places), vertical alignment, drainage approach, and stormwater management features in critical locations, primarily to protect additional trees, in addition to maintaining SQR areas beyond what was required per the City's stormwater policies. These design revisions can primarily be attributed to a change in priorities for the City. The initial priorities were communicated via comments to the 30% design to be providing space for stormwater practices (SQR) between the trail and the stream. The 60% design was completed with these priorities in mind. However, the priorities shifted after the 60% submittal to provide an increased focus on saving additional trees from being impacted by grading due to drainage and SQR improvements. Several internal conversations, as well as meeting with City staff, were required to talk through the trail design and where the City desired changes to be made to accommodate the changing, and often conflicting, priorities.

The contract states that formal submittals will be made at 60% and 100% design phases. To date, we have submitted 4 deliverable packages for West Trail. In addition, further trail comments were received from the City between the 60% and 95% submittals. While these submittals were of critical importance to the project as they provided beneficial modifications to the design, they resulted in additional design time to address further review comments and to provide internal quality review of deliverables. Many comments received after the initial 60% review comments resulted in fairly

significant revisions to the design alignments and profiles, which resulted in revisions to a significant number of plan sheets.

A summary of the West Trail submittals is provided below:

West Trail Submittals:
30%: March 2023
60%: March 2024 (Trail) and May 2024 (Bridge)
January 2024: Additional direction provided to review trail alignment to preserve additional trees and minimize wetland impacts
95%: July 2025
100%: February 2026 (signed documents for permit issuance)

Task 1.2: West Stream design revisions and additional submittals

The contract states that formal submittals will be made at 30% 60% and 100% design phases. To date, we have submitted 6 deliverable packages for West Stream. While these submittals were of critical importance to the project as they provided beneficial modifications to the design, each formal submittal results in additional time to react to and address further review comments, compile the deliverables, and to provide internal quality review of deliverables.

A summary of the West Stream submittals is provided below:

30%: May 2023
60%: August 2023
95% (1): January 2024
95% (2): July 2025
100% Check Set: November 2025
100%: January 2026 (signed documents for permit issuance)

The additional services are requested for time between June 30 2025 and December 9 2025 to compile additional submittal deliverables for the 2nd 95% and 100% Check Set submittals noted above.

AS-2 Trail/Bridge Design

During the progression of the trail design and the overall development of the multiple project components, the City of Clive requested that Stantec and their trail design subconsultant, JEO, complete additional tasks related to the trail design west of Alice's Road. These additional tasks are summarized on the following page.

Task 2.1: Westgate Parkway Sidewalk Design

Stantec is requesting additional design fees to complete the design of an additional sidewalk segment requested by the City of Clive. The additional segment is approximately 500' in length and would extend the existing sidewalk along the west side of Westgate Parkway from the bridge over Little Walnut Creek to the Shadow Creek 6 plat. Please see Item 1.10 of the attached Amendment #4 Scope of Services prepared by JEO Consulting Group (Subconsultant to Stantec) for a detailed scope of this work.

Task 2.2: Independent Construction Plans for Bridge over Little Walnut Creek

As part of the original project scope, Stantec and its trail design subconsultant, JEO Consulting Group, is preparing construction documents for the design of the trail and associated bridge for the identified trail crossing of Little Walnut Creek. Due to several factors, City of Clive staff has requested that the trail and bridge be bid as separate projects, requiring separate plans and specifications. They have also requested that we bid an alternate width (12') to the

current design of a 10' wide bridge. The required modifications generally include updating the model of Neighborhood Connection Trail #2, updates to the west trail construction plans, creation of a 2nd plan set for the construction of the bridge, and the addition of notes and details for the alternate bridge width. Please see Item 1.11 of the attached Amendment #4 Scope of Services prepared by JEO Consulting Group (Subconsultant to Stantec) for a detailed scope of this work.

AS-3 Mitigation Banking Instrument (MBI) Boundary Revision and Additional Submittal

Task 3.1: MBI Boundary Revision

The draft MBI was submitted for agency review in February of 2025. In September 2025, we received notification from the City that the initially-proposed MBI boundary may limit the temporary construction access available for the Waukee Warrior Lane bridge replacement project. As a result, the MBI boundary had to be revised, requiring revisions to the MBI figures, credit calculations, as well as some of the language within the document.

Task 3.2: Additional MBI Response to Comments and Submittal

Due to additional agency comments received upon submittal of the Revised MBI, a 2nd "Final" MBI submittal is required. Our initial project scope included two submittals, a Draft MBI and a Final MBI. While the agency's initial comments were addressed with our second submittal (intended final MBI), they submitted a multitude of additional, unrelated, and unanticipated comments to this second submittal. Each formal submittal to the agencies for review requires a significant effort, including additional coordination between the document text and figures, technical review and compilation of all documents. In addition, there was a significant effort required to prepare additional out-of-scope figures to provide clarification to the Corps as it pertains to the footprint of the MBI, which was only a portion of total stream restoration area included in the plan set. It is also our understanding that the agency review of this 2nd submittal was conducted in haste, and therefore a number of the comments received were a request to point out where certain information was detailed within the MBI. Therefore, there was an increase in the effort required to respond to two separate rounds of comments, as opposed to if all comments were submitted with the initial review.

Finally, the Corps of Engineers is requiring additional information to be included in the MBI as a result of the release of the Rock Island District Mitigation Banking/ILF Guidance Version 2.0 (September 2025). This MBI must now conform to this updated guidance, requiring additional field work. It is our understanding that the City of Clive has scoped and will conduct the fieldwork and provide the additional data to Stantec. Stantec will then summarize the data in tables and a short narrative in the MBI.

Client agrees to compensate Stantec for such additional services in accordance with the terms of the initial agreement for additional amount(s) stated below:

AS-1 Design Revisions and Additional Plan Review Submittals – West Stream and Trail **$65,232**

- West Trail $34,776
- West Stream $30,456

AS-2 Trail Design **$22,138**

- 2.1 – Westgate Parkway Sidewalk Design $6,164
- 2.2 - Independent Construction Plans for Bridge over Little Walnut Creek $15,974

AS-3 (MBI) Boundary Revision and Additional Submittal **$31,096**

- 3.1 - MBI Boundary Revision $6,684
- 3.2 - Additional MBI response to comments and submittal $24,412

Total: $118,466

Effect on Schedule: The current, previously revised, contract end date of May 1, 2025 is no longer valid. I revised contract extension date of 12-31-2026 is requested.

By signing below, the parties agree and affirm that each has reviewed and understands the provisions set out above and that each party shall be bound by each and all of said provisions. A copy of this agreement shall serve and may be relied upon as an original.

Stantec Consulting Services Inc.		**City of Clive**	
	Kellie Schlegel, Senior Associate Engineer		
	Print Name and Title		Print Name and Title
Signature	Kellie M. Schlegel	Signature	
Date Signed:	June 18, 2026	Date Signed:	

Memo

TO: Mayor and Council members
FROM: Jonathan Cygan, Civil Engineer
DATE: June 25, 2026
RE: Approve Pay Request #2 - Sternquist Construction - Harbach Blvd Phase 2 Reconstruction - $114,479.30

SYNOPSIS:

Staff is recommending approval of a Pay Request to Sternquist Construction for work performed on the above referenced project.

Pay Estimate #2 - $114,479.300

A breakdown of the contract status is as follows:

Amended Contract Amount	- $2,701,334.00
Paid to Date	- $180,753.87
Contract Remaining	- $2,520,580.13

Please feel free to contact me at jcygan@cityofclive.com or 515-223-6231 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #2

City of Clive
Payment Invoice
Harbach P2

Description	Reconstruction of Harbach Blvd
Payment Number	2
Pay Period	05/17/2026 to 06/13/2026
Approval Date	06/25/2026
Prime Contractor	STERNQUIST CONSTRUCTION INDIANOLA, IA
Payment Status	Pending
Awarded Project Amount	$2,700,344.00
Authorized Amount	$2,701,334.00

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0100	26-140	LF	106.000	$197.000	$20,882.00
SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC TRUSS, 8"					
0150	26-145	LF	26.000	$36.250	$942.50
REMOVAL OF SANITARY SEWER, VCP, 8"					
0180	26-147	LF	30.000	$150.250	$4,507.50
STORM SEWER TRENCHED, RCP, 15"					
0240	26-016	LF	26.000	$36.250	$942.50
REMOVAL OF STORM SEWER, RCP, 18"					
0470	26-168	EA	1.000	$6,000.000	$6,000.00
SANITARY MANHOLE, SW-301, 48"					
0500	26-172	EA	1.000	$18,000.000	$18,000.00
STORM SEWER MANHOLE, SW-402, (6X6)					
0540	26-106	EA	1.000	$6,400.000	$6,400.00
					Project Total: $118,019.90

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
STORM SEWER INTAKE, SW-501					
0560	26-177	EA	1.000	$3,500.000	$3,500.00
STORM SEWER INTAKE, SW-512					
0590	26-179	EA	1.000	$1,500.000	$1,500.00
REMOVE MANHOLE					
0600	26-038	EACH	2.000	$1,500.000	$3,000.00
REMOVE INTAKE					
0640	26-183	SY	466.000	$57.000	$26,562.00
PCC ACCESS PAVEMENT, 6"					
0660	26-185	LF	46.000	$57.000	$2,622.00
CURB AND GUTTER, VARIES					
0710	26-131	SY	13.300	$48.000	$638.40
Sidewalk, PCC, 4"					
0720	26-111	SY	13.300	$110.000	$1,463.00
SIDEWALK, PCC, 6"					
0740	26-190	SY	40.800	$60.000	$2,448.00
PCC DRIVEWAY, 7"					
0770	26-054	SY	951.000	$12.000	$11,412.00
PAVEMENT REMOVAL					
1010	26-209	SF	240.000	$30.000	$7,200.00
REMOVAL OF BLOCK RETAINING WALL					
					Section Total: $118,019.90
					Project Total: $118,019.90

Summary

Current Approved Work:	$118,019.90	**Approved Work To Date:**	$186,344.20
Current Stockpile Advancement:	$0.00	**Stockpile Advancement To Date:**	$0.00
Current Stockpile Recovery:	$0.00	**Stockpile Recovery To Date:**	$0.00
Current Retainage:	$3,540.60	**Retainage To Date:**	$5,590.33
Current Retainage Released:	$0.00	**Retainage Released To Date:**	$0.00
Current Liquidated Damages:	$0.00	**Liquidated Damages To Date:**	$0.00
Current Adjustment:	$0.00	**Adjustments To Date:**	$0.00
Current Payment:	$114,479.30	**Payments To Date:**	$180,753.87
Previous Payment:	$66,274.57	**Previous Payments To Date:**	$66,274.57

Mayor, City of Clive **Date**

Project Engineer, Jon Cygan **Date**

Field Engineer, Nolan Daft **Date**

Contractor, Sternquist Construction **Date**

Memo

TO: Mayor and Council members
FROM: Jonathan Cygan, Civil Engineer
DATE: June 25, 2026
RE: Approve Pay Request #2 - Grimes Asphalt & Pavig Corp. - City Hall Parking Lot Improvement - $80,934.91

SYNOPSIS:

Staff is recommending approval of a Pay Request to Grimes Asphalt & Paving Corporation for work performed on the above referenced project.

Pay Estimate #2 - $80,934.91

A breakdown of the contract status is as follows:

Modified Contract Amount	- $221,974.00
Paid to Date	- $125,626.41
Contract Remaining	- $96,347.59

Payments issued for the associated project shall be charged to the 350-5750-6799 account.

Please feel free to contact me at jcygan@cityofclive.com or 515-867-5141 prior to the meeting if you have any questions or concerns.

Attachments:

1. Pay Request #2

City of Clive
Payment Invoice
City Hall Parking Lot Improvements

Description	Improving City Hall Parking Lot
Payment Number	2
Pay Period	05/17/2026 to 06/13/2026
Approval Date	06/25/2026
Prime Contractor	Grimes Asphalt and Paving Corp. 5550 NE 22nd St. Des Moines, IA 50316
Payment Status	Pending
Awarded Project Amount	$222,674.00
Authorized Amount	$221,974.00

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
Section: 1 Description					
0060	26-108	LF	41.000	$69.500	$2,849.50
CURB AND GUTTER, PCC, 3.0', 7"					
0070	26-109	LS	1.000	$4,600.000	$4,600.00
HMA PAVEMENT SAMPLES AND TESTING					
0080	26-110	TON	330.000	$118.000	$38,940.00
ASPHALT OVERLAY, 2" SURFACE, 1/2" NO FRICTION, PG 58-28S, ST					
0100	26-111	SY	37.300	$61.500	$2,293.95
SIDEWALK, PCC, 6"					
0110	26-050	SF	20.000	$53.500	$1,070.00
DETECTABLE WARNINGS					
0120	26-112	SY	110.300	$74.000	$8,162.20
FULL DEPTH PATCH (PCC, 7")					
					Project Total: $83,438.05

Line Number	Item	Unit	Current Paid Quantity	Unit Price	Amount
0130	26-113	SY	121.000	$84.400	$10,212.40
FULL DEPTH PATCH (HMA, 3")					
0150	26-115	SY	2,000.000	$4.250	$8,500.00
HMA SURFACE MILLING, 2"					
0210	26-061	LS	0.500	$1,620.000	$810.00
TEMPORARY TRAFFIC CONTROL					
0320	26-238	LS	1.000	$6,000.000	$6,000.00
Extra excavation					
					Section Total: $83,438.05
					Project Total: $83,438.05

Summary

Current Approved Work:	$83,438.05	**Approved Work To Date:**	$129,511.76
Current Stockpile Advancement:	$0.00	**Stockpile Advancement To Date:**	$0.00
Current Stockpile Recovery:	$0.00	**Stockpile Recovery To Date:**	$0.00
Current Retainage:	$2,503.14	**Retainage To Date:**	$3,885.35
Current Retainage Released:	$0.00	**Retainage Released To Date:**	$0.00
Current Liquidated Damages:	$0.00	**Liquidated Damages To Date:**	$0.00
Current Adjustment:	$0.00	**Adjustments To Date:**	$0.00
Current Payment:	$80,934.91	**Payments To Date:**	$125,626.41
Previous Payment:	$44,691.50	**Previous Payments To Date:**	$44,691.50

Mayor, City of Clive	**Date**
Project Engineer, Jon Cygan	**Date**
Field Engineer, Nolan Daft	**Date**
Contractor, Grimes Asphalt	**Date**

Memo

TO: Mayor and Council members
FROM: Matt McQuillen, City Manager
DATE: June 25, 2026
RE: Approve Pay Request #9 - DCI Group - City Hall Remodel Phase 2 Project - $23,641.44

SYNOPSIS:

Staff recommends approval of Pay Request #9 to DCI Group for construction management services completed to date for Phase 2 of the City Hall Remodel Project. All primary construction in the Phase 2 area has now been completed, and most punch list items have been resolved. Staff have moved back into the facility and this pay application is anticipated to complete DCI's work on this project.

Construction Management Services (Fee and Staff Costs)

Estimated Contract Amount $ 277,201.96 (Contract Approved 8/28/25)

Pay Request #1 $ 24,195.19 Approved 11/13/25

Pay Request #2 $ 25,096.79 Approved 11/13/25

Pay Request #3 $ 22,391.99 Approved 1/8/26

Pay Request #4 $ 25,096.79 Approved 1/8/26

Pay Request #5 $ 30,626.19 Approved 2/26/26

Pay Request #6 $ 41,271.99 Approved 3/26/26

Pay Request #7 $ 44,963.19 Approved 4/23/26

Pay Request #8 $ 46,198.53 Approved 5/14/26

Pay Request #9 $ 18,596.67

Balance Remaining $ 0

General Conditions/Reimbursements

Estimated Contract Amount $ 66,108.99 (Contract Approved 8/28/25)

Pay Request #1 $ 12,729.15 Approved 11/13/25

Pay Request #2 $ 5,416.84 Approved 11/13/25

Pay Request #3 $ 3,854.12 Approved 1/8/26

Pay Request #4 $ 3,786.27 Approved 1/8/26

Pay Request #5 $ 3,950.70 Approved 2/26/26

Pay Request #6 $ 5,991.93 Approved 3/26/26

Pay Request #7 $ 3,933.82 Approved 4/23/26

Pay Request #8 $ 1,235.34 Approved 5/14/26

Pay Request #9 $ 5,044.77

Balance Remaining $ 20,166.05

Total – Pay Request #9 $ 23,641.44

Acct # 350-5750-6407

Attachments:
1. DCI Group - Phase 2 CMA - Pay App 9 6-25-26

DCI GROUP
DESIGN + CONSTRUCTION INTEGRATION

220 SE 6th Street, Suite 200
Des Moines, IA 50309

City of Clive
Attn: Matt McQuillen
1900 NW 114th Street
Clive, IA 50325

INVOICE # 11

Date: 5/31/2026
Invoice #: 25-011-11

CM Services performed:
Clive City Hall - Phase 2

Period Completed:
May 2026

Vendor:	Description	Amount	
DCI Group	Construction	$	14,236.68
DCI Group	Fee	$	4,359.99
DCI Group	Project Reimbursables	$	5,044.77
	TOTAL DUE:	**$**	**23,641.44**

By: _____ Date: _____

DCI GROUP

App # : 11
App Date: May-26

Description of Work	Scheduled Value	Changes	Revised Value	WORK COMPLETED Previous	WORK COMPLETED This Period	Total Completed	Balance Remaining
Clive City Hall - Phase 2							
Construction - Staff	$ 237,962.08	$ -	$ 237,962	$ 223,725.40	$ 14,236.68	$ 237,962.08	$ -
CM Fee	$ 39,239.88	$ -	$ 39,240	$ 34,879.89	$ 4,359.99	$ 39,239.88	$ -
Reimbursables	$ 66,108.99	$ -	$ 66,109	$ 40,898.17	$ 5,044.77	$ 45,942.94	$ 20,166.05
TOTAL	$ 343,310.95	$ -	$ 343,310.95	$ 299,503.46	$ 23,641.44	$ 323,144.90	$ 20,166.05

Clive City Hall - Phase 2

Construction

Personnel	Hourly Rate	Contract	Previous	This Period	Total	Balance	Cost
Project Executive	$ 142.00	156	139.2	16.85	156.05	0	$ 2,392.68
Project Superintendent	$ 118.00	567	566.5	0	566.5	0	$ -
Project Manager	$ 112.00	738	696	42	738	0	$ 4,704.00
Project Engineer	$ 85.00	780	696	84	780	0	$ 7,140.00
Total							$ 14,236.68

Reimbursables

Vendor	Description	Invoice #	Amount
Speck USA	Clean Up	107111	$ 2,100.00
Waste Connections of Iowa	Waste Management	3875037T071	$ 569.60
Wilscot	Mobile Office	9026120411	$ 2,375.17
			$ -
			$ -
			$ -
			$ -
			$ -
		Total	$ 5,044.77

Speck USA

P.O. Box 21009
Des Moines, IA 50321
Phone: (515) 285-4649

Invoice

Invoice Number
107111
Invoice Date
5/26/2026

Bill To: DCI Group
220 SE 6th St. Suite 200

Des Moines, IA 50309

Customer PO	Payment Terms	Due Date
	Net 30 Days	6/25/2026

Description	Price
Greenbelt Landing 1801 NW 114th St. Clive, IA. 50325	
Construction Clean Up - Blow out corners and sweep specified areas to remove dirt and debris with mechanical broom sweeper or other specified equipment.	2,100.00

Subtotal	$	2,100.00
Sales Tax	$	0.00
Total Due	**$**	**2,100.00**

Thank you for your business!

WASTE CONNECTIONS OF IOWA, INC.
DES MOINES DISTRICT
4705 NE 22ND ST
DES MOINES IA 50313-2513
DISTRICT NO. 3071

DCI GROUP - CITY HALL
200
220 SE 6TH ST
DES MOINES IA 50309

Scan to pay online

ACCOUNT NO.	3071-9054668-004
INVOICE NO.	3875037T071
STATEMENT DATE	05/01/26
DUE DATE	05/23/26
BILLING PERIOD	04/01/26 - 04/30/26

FOR ASSISTANCE
Office (515) 265-7374
One Time Payments 800-457-1379

003063 1/1 2608

INVOICE STATEMENT

Date	Description			Amount
	Previous Balance		$	591.80
				A ck # 16396 Cashed 5/1/26
	Service Location	**Dci Group - City Hall**		
	Acct #9054668-004	**1900 Nw 114Th St**		
04/03/26	Disposal 32540670	2.12 @ $55.00	$	116.60
04/03/26	Roll Off 30 Yards 1241716	1 Each @ $220.00	$	220.00
04/03/26	Delivery Fee - Comm 1241718	1 Each @ $65.00	$	65.00
04/16/26	On Call 8Yd Frontload 1243047	1 Each @ $168.00	$	168.00
	Current Charges And Fees		$	569.60
	Total Due		$	1,161.40

As a result of cost increase, you may notice an increase on your next statement.

Payment for previous balance is now due. Please pay promptly to avoid service interruption.

A finance charge of 1.5% will be assessed on all past due balances.

****** **Visit our website at : www.wcDesMoines.com** ******

Please remit to the address below and return your remit stub with your payment.

WASTE CONNECTIONS OF IOWA, INC.
DES MOINES DISTRICT
4705 NE 22ND ST
DES MOINES IA 50313-2513

AB 01 003063 92461 H 10 A

DCI GROUP - CITY HALL
200
220 SE 6TH ST
DES MOINES IA 50309-4844

ACCOUNT NO.	3071-9054668-004
INVOICE NO.	3875037T071
STATEMENT DATE	05/01/26
DUE DATE	05/23/26
PAY THIS AMOUNT	$1,161.40

6

WRITE IN AMOUNT PAID $ 569.60

☐ TO CHANGE ADDRESS
Check here and complete the information on the reverse side.

MAIL PAYMENT TO:
WASTE CONNECTIONS OF IOWA, INC.
DES MOINES DISTRICT
PO BOX 679859
DALLAS TX 75267-9859

3071 00000000000000X9054668X0047 00000116140000000000000003875037 4

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6400 E MCDOWELL RD. SUITE 300
SCOTTSDALE, AZ 85257

(800) 782-1500
customersuccess@willscot.com
www.willscot.com
Fed ID# 52-0665775

INVOICE

Customer #	Bill to #	Invoice #	Invoice Date	Terms
10434264	141211	9026120411	5/5/2026	NET 10

PAYMENT DUE	**$2,375.17**
INVOICE DUE DATE	**5/15/2026**

1095

DCI GROUP INC
220 SE 6TH ST STE 200
DES MOINES IA 50309-4845

BRANCH:

MD DES MOINES IA
3100 DIXON ST
DES MOINES IA 50313
(515) 666-8143

Contract #	Contract Start Date	Customer PO	Ordered By	Rental Period	Job Location
1002522418	10/24/2024	TBD	Seth Riggs (515) 450-8969	4/9/2026 - 5/6/2026	1801 NW 114TH ST CLIVE IA 50325

Quantity	Item #/Description	Price/Rate	Amount
Rental Pricing Per Billing Cycle			
	60x12 Mobile Office or Similar SFS-00517	$969.00	$969.00 T*
	PERSONAL PROPERTY EXPENSES		0.00 T*
1	Professional Conference Package	$115.00	$115.00 T*
1	General Liability Insurance	$18.00	$18.00 T*
2	Prof. Entrance - Steps w/ Canopy	$80.00	$160.00 T*
1	Window/Door Security Bundle - 40ft & Gre	$75.00	$75.00 T*
Delivery, Installation, and Return			
1	FREIGHT-CURRENT MARKET RATE	$240.00	$240.00 N*
1	KNOCKDOWN-CURRENT MARKET RATE	$459.00	$459.00 N*
1	FUEL SURCHARGE - MARKET RATE ADJUSTMENT	$170.00	$170.00 N*
Damage Charges			
1	PM:INTERIOR WALL REPAIR	$112.09	$112.09 N*
1	WN:V-BLIND-ADD/R&R (EA)	$22.42	$22.42 N*

CONTINUED ON NEXT PAGE

Invoice in USD

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800.782.1500 WillScotSolutionsCenter.com

You remain responsible for the invoice balance if there is an issue with your method of payment. Late fees and interest charges may be assessed if payment is not made within terms.

PLEASE REMIT WITH PAYMENT

INVOICE TOTAL	**$2,375.17**
Invoice #:	**9026120411**
Due Date:	**5/15/2026**
Customer:	**DCI GROUP INC**
Customer #:	**10434264**

PLEASE REMIT TO:

WILLIAMS SCOTSMAN, INC.
PO BOX 91975
CHICAGO IL 60693-1975

INVOICE

WILLSCOT™
6400 E MCDOWELL RD. SUITE 300
SCOTTSDALE, AZ 85257

(800) 782-1500
customersuccess@willscot.com
www.willscot.com
Fed ID# 52-0665775

Customer #	Bill to #	Invoice #	Invoice Date	Terms
10434264	141211	9026120411	5/5/2026	NET 10

PAYMENT DUE	**$2,375.17**
INVOICE DUE DATE	**5/15/2026**

DCI GROUP INC
220 SE 6TH ST STE 200
DES MOINES IA 50309-4845

BRANCH:

MD DES MOINES IA
3100 DIXON ST
DES MOINES IA 50313
(515) 666-8143

Contract #	Contract Start Date	Customer PO	Ordered By	Rental Period	Job Location
1002522418	10/24/2024	TBD	Seth Riggs (515) 450-8969	4/9/2026 - 5/6/2026	1801 NW 114TH ST CLIVE IA 50325

Quantity	Item #/Description	Price/Rate	Amount	
1	R&R INTERIOR WALL COVERING (EA)	$134.51	$134.51	N*
1	INTERIOR TRIM-ADD/R&R (EA) 12	$78.47	$78.47	N*
1	FL:R&R VINYL COMPOSITE TILE - (SF 70	$112.09	$112.09	N*
1	CL:MOP & WAX VCT (SF) 720	$269.03	$269.03	N*
1	DB:DB HVAC SERVICE (EA)	$400.00	$400.00	N*
70	VINYL TILE (SQ FT) - NO GLUE	$1.80	$126.00	T*
12	BATTENS	$2.49	$29.88	T*
1	MINI BLINDS	$13.74	$13.74	T*
4	VC PANELING HAMPTON GRAY	$41.31	$165.24	T*
Other Charges				
	LAST CYCLE RENTAL CORE UNIT CREDIT	($969.00)	($969.00)	T*
1	Prof. Conference Pkg-Last Cycle Credit	($115.00)	($115.00)	T*
2	Prof. Entrance Pkg T2-Last Cycle Credit	($80.00)	($160.00)	T*
1	Window/Door Sec Bundle-Last Cycle Credit	($75.00)	($75.00)	T*
		Sub-total	$2,350.47	
		Tax	$24.70	
		INVOICE TOTAL	**$2,375.17**	

Memo

TO: Mayor and Council members
FROM: Jerry Freestone, Operations Administrator
DATE: June 25, 2026
RE: Approve purchase of Envirosite Rovver X camera system and retrofit into current Ford Transit van #739 - McQueen - $148,294.63 - Public Works

SYNOPSIS:

The FY 27 budget includes $150,000 for the replacement and retrofit of the sewer CCTV tractor, camera and equipment used to inspect sanitary and storm sewer pipes. The existing televising equipment (equipment) has experienced multiple issues and is out of service frequently. The vendor who sold us our existing equipment no longer represents the equipment and will not provide any service. Additionally, the vendor who now represents the equipment has no one to service the equipment, no one to support our needs, or any parts to provide for repair. The sewer division is falling further and further behind in videoing the sewer infrastructure. Because of increased downtime due to lack of service, parts, and support, staff included the replacement of the equipment in the FY 27 budget. The major requirement for the replacement equipment was a local dealer that could provide service and parts for the new equipment. Staff identified two vendors capable of providing parts and service locally. The first vendor, IBAK, provided a preliminary cost of over $200,000 to provide their equipment and retrofit our van. Since the cost was above the amount included in the budget, Staff worked with the other vendor, McQueen to get a quote. McQueen provided a quote and staff is requesting approval to purchase the sewer CCTV tractor, camera, and equipment and retrofit to the existing vehicle #739.

Description	McQueen
Envirosite Rovver X camera system and retrofit	$148,294.63

Staff recommends approval of the purchase of Envirosite Rovver X camera system and retrofit into current Ford Transit van #739 from McQueen for $148,294.63.

Please feel free to contact Jerry Freestone, Public Works Operations Administrator, prior to the meeting at 223-6231 or jfreestone@cityofclive.com if you have any questions or concerns.

Attachments:

1. 06-25-2026 - Quote for purchase of Replace Sewer CCTV tractor, camera, equipment and Retorfit. - Public Works #940 - McQueen

MACQUEEN™ ENVIROSIGHT

DISTRIBUTOR OF MUNICIPAL & CONTRACTOR EQUIPMENT

May 12th, 2026



Jeff Nuss
Sewer Maintenance Supervisor
City of Clive

Jeff-

Per your request, a **PURCHASE PROPOSAL** has been generated for an Envirosight Rovver X camera system RETRO-FIT in the current truck buildout with the enhancements that your department has deemed necessary based on the MNDOT State Bid Pricing.

Spec #	Description	Qty	Price	Subtotal
1.0	Rovver X Truck Pro Incl. 6-Wheel Drive Steerable Crawler 1000' Fully Automatic Cable Reel, VC500 Controller, HD RCX90 Camera, Tool-less Quick Change Wheel Package, etc.	1	111,785	$111,785.00
1.16	Integrated Power Elevator	1	14,693	$16,375.00
1.24	XL Rubber Wheel	4	683	$2,732.00
1.29	Medium 8" Aggressive Carbide Wheel	4	728	$2,912.00
1.29.1	Large 10-12" Aggressive Carbide Wheel	4	750	$3,000.00
1.31	2nd Backup Camera and Aux Lights	1	4,584	$4,584.00
1.61	Aluminum Cable Manhole Roller	1	477	$477.00
1.63	3" Tiger Tail Cable Guide	1	98	$98.00
1.64	Cable Re-Termination Kit	1	1,630	$1,630.00
COMBINED TOTAL- Pricing Summary		**Qty**		**Subtotal**
Combined Price- Envirosight Rovver X Camera System and Related Equipment		1		$141,911.00

Envirosight Buildout: Pricing including the city required enhancements listed below in current Transit Van:

Description		Qty	Price	Subtotal
5.12	21.5" Monitor Industrial HD Monitor	1	1,346	$1,325.00
5.55	Cable Reel Slide & Swivel	1	2,075	$2,075.00
5.11	Mount Envirosight Camera Equipment, Monitor, and Cables in Current Transit Buildout (City to remove current camera system)	6.5	228.25	$1,483.63
Non-Contract Items				
7.1	HD Digital Capture Card for integration with current software	1	250	$250.00
7.2	24' Drop Bridge and Lowering Pole/Hook	1	1,250	$1,250.00
COMBINED TOTAL- Pricing Summary		**Qty**		**Subtotal**
Combined Price- Retro-Fit Current Transit Buildout		1		$6,383.63

COMBINED TOTAL- Pricing Summary	**Qty**	**Subtotal**
Combined Price- Envirosight Rovver X Camera System and Related Equipment	1	$141,911.00
Combined Price- Retro-Fit Current Transit Buildout	1	$6,383.63
COMBINED BID PURCHASE PRICE:	**1**	**$148,294.63**

Pricing Includes: Installation of New Envirosight System in Current Truck. Clive will remove all RST camera equipment and deliver truck to MacQueen Equipment- Ankeny, IA. MacQueen will deliver completed unit to Customer Location.
Training: Up to (2) Days of Operator/Maintenance Training on the Rovver X Hardware.
Leadtime: 30-60 Days After Receipt of Order.
Terms of Sale: Invoice due 30 Days after Delivery. Proposed prices are based on current costs and therefore subject to change with written notice to account for changes beyond seller's control.
Warranty: 1 Year Parts/Labor.

Thank you.

Mike Osler
MacQueen
515-864-8171

Memo

TO: Mayor and Council members
FROM: Jeff Thielen, Parks Manager
DATE: June 25, 2026
RE: Resolution Approving Agreement - Eagle Sign Company - Greenbelt Landing Monument Sign - $42,557.33

SYNOPSIS:

A new Greenbelt Landing monument sign was identified as a priority to replace the outdated Aquatic Center signage. The new sign will increase visibility for the Aquatic Center, New Creekside Pavilion, and Ashley Okland Star Playground as motorists pass parallel down 114th street.

Staff have worked with Confluence to develop construction plans and requested quotes for the project from signage companies.

Two quotes were received with low bid coming from Eagle Sign Company. Please see breakdown of quotes received.

- Eagle Sign Company - $42,557.33
- Edge Commercial - $53,017.00

Staff recommends approval of the contract to Eagle Sign Company - $42,557.33.

Attachments:
1. Greenbelt Landing Monument Sign Resolution
2. Greenbelt Landing Monument Sign - Plan Set
3. Eagle Sign Co. Proposal
4. Contract

RESOLUTION NO. _____

RESOLUTION APPROVING AGREEMENT FOR THE INSTALLATION OF GREENBELT LANDING MONUMENT SIGN

WHEREAS, the City has identified a need to install a new monument sign at the Greenbelt Landing "project";

WHEREAS, the City distributed a Request for Quotes in June of 2026 to determine if there was interest from sign companies in the project;

WHEREAS, two firms submitted proposals and were evaluated by staff, and recommend an agreement to be approved with Eagle Sign Company;

WHEREAS, the City of Clive desires to enter into an agreement with regards to the installation of the monument sign at 1801/1803 NW 114th Street (Greenbelt Landing);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the agreement with Eagle Sign Company, here with attached, regarding the Project be; and hereby approved and accepted by this City Council and the Mayor is hereby authorized and directed to execute said agreement on behalf of the City; and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor to same.

PASSED AND APPROVED this ____ day of _____, 2026.

By_____
John Edwards, Mayor

ATTEST:

_____
Matthew Graham, City Clerk

Greenbelt Landing Monument Sign

Clive Parks and Recreation

Clive, Iowa

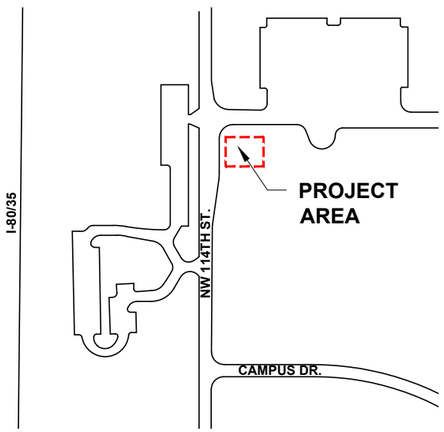


CONFLUENCE

SHEET INDEX

SHEET NO.	SHEET TITLE
G0.0	COVER SHEET
L1.0	SITE PLAN
L2.0	SIGNAGE DETAILS
L2.1	SIGNAGE DETAILS
E0.0	ELECTRICAL SPECIFICATIONS
E1.0	ELECTRICAL SITE PLAN

VICINITY MAP



ELECTRICAL ENGINEER
BBS ARCHITECTS | ENGINEERS
219 8TH STREET, SUITE 100
DES MOINES, IOWA 50309
PH: (515) 365-8214
CONTACT: CALEB JENS, P.E.

LICENSED PROFESSIONAL ENGINEER — ROBERT A. HEDGEPETH — P14212 — IOWA

I HEREBY CERTIFY THAT THE PORTION OF THIS DOCUMENT DESCRIBED BELOW WAS PREPARED BY ME OR UNDER MY PERSONAL SUPERVISION, AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE STATE OF IOWA.

NAME REGISTRATION # DATE

MY REGISTRATION DATE IS: December 31, 2027

SHEETS COVERED BY THIS SEAL: E Sheets

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www.thinkconfluence.com
CONTACT: JOHN ACETO, PLA

STATE OF IOWA — MATTHEW CARLILE — LANDSCAPE ARCHITECT NO. 422 — LICENSED LANDSCAPE ARCHITECT

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NAME REGISTRATION # DATE

Matt Carlile #422 6/2/26

MY REGISTRATION DATE IS: June 30, 2028

SHEETS COVERED BY THIS SEAL: L Sheets

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811 Know what's below. Call before you dig.

COVER

CONFLUENCE PROJECT # 26080

G0.0

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File Location: N:\2026\26080_Clive Monument Signage\03 WORKING\10 AUTOCAD\200 SHEET SET MANAGER\G0 COVER / Drawn by: XX / Checked by: XX

NW 114TH ST.

PROPERTY LINE

01
L2.0

TF 867.84
FG 867.19

TF 867.84
FG 867.42

TF 867.84
FG 867.51

TF 867.84
FG 867.27

27'-2 5/8"

25'-6"

REMOVE AND LEGALLY DISPOSE OF EXISTING MONUMENT SIGN AND FOOTING.

PRESERVE AND PROTECT ADJACENT TREES, CONTRACTOR IS TO MAINTAIN EQUIPMENT AND PERSONNEL OUTSIDE DRIPLINE OF ALL TREES

861 862 863 864 865 866 867 868 869 870

GENERAL NOTES

A. EXISTING CONDITIONS, INCLUDING TREES, BUILDINGS, CURBLINES, UTILITIES, PROPERTY DATA, AND TOPOGRAPHIC DATA ARE FROM AS-BUILT DRAWINGS FOR GREENBELT LANDING PROVIDED BY THE CITY OF CLIVE. CONTRACTOR SHALL FIELD-VERIFY DIMENSIONS FROM PROPERTY LINES, SPOT ELEVATIONS, AND ALL OTHER DATA DEPENDENT ON EXISTING CONDITIONS DATA PRIOR TO CONSTRUCTION.

B. THE CONTRACTOR SHALL NOTIFY THE 811 ONE CALL CENTER TO REQUEST THE LOCATION OF ALL UTILITIES WITHIN THE CONSTRUCTION AREA PRIOR TO ANY CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL PRIVATE UTILITIES NOT COVERED BY 811 ONE CALL. NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.

C. CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL EXISTING CONDITIONS, IMPROVEMENTS, VEGETATION AND UTILITIES TO REMAIN. ANY DAMAGE SHALL BE REPAIRED BY THE CONTRACTOR TO THE SATISFACTION OF THE OWNER AT NO ADDITIONAL COST.

D. THE CONTRACTOR SHALL CONSTRUCT ALL ITEMS WITHIN THIS CONTRACT IN ACCORDANCE WITH ALL STATE AND LOCAL CODES, REGULATIONS AND ENGINEERING STANDARDS. CONTRACTOR TO COORDINATE ALL WORK WITHIN THE PUBLIC RIGHT OF WAY OR STREETS WITH THE APPROPRIATE JURISDICTIONS.

E. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED ON THESE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.

0' 5' 10' 20'

1 L1.0 SITE PLAN 1"=10'-0"

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GREENBELT LANDING MONUMENT SIGN

CITY OF CLIVE
CLIVE, IOWA

ISSUE SCHEDULE

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2	04/14/2026	100% CONSTRUCTION DOCUMENTS

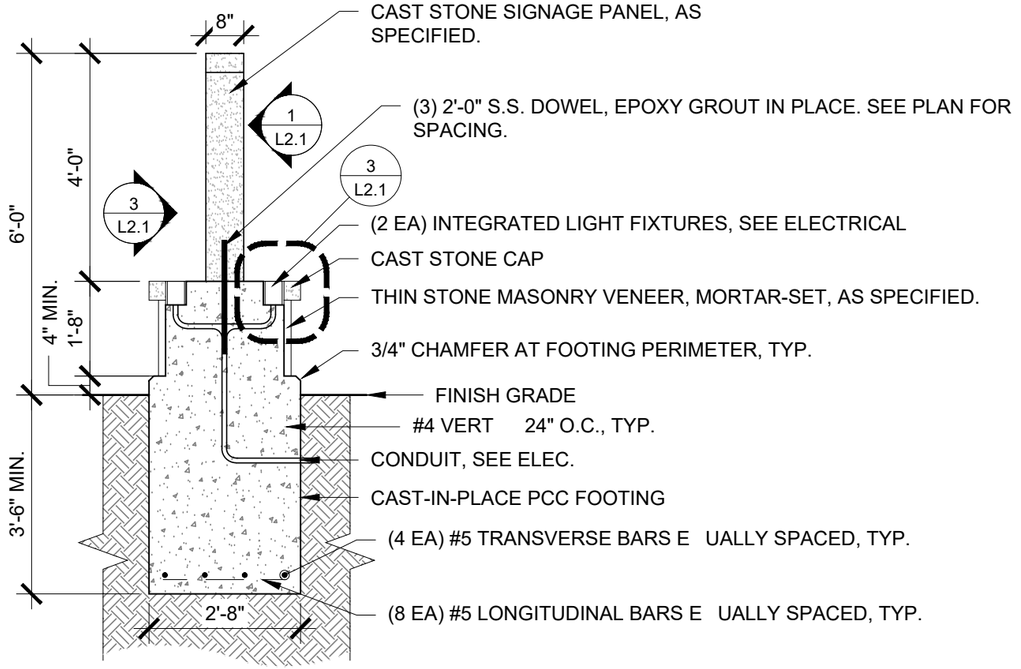
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SITE PLAN

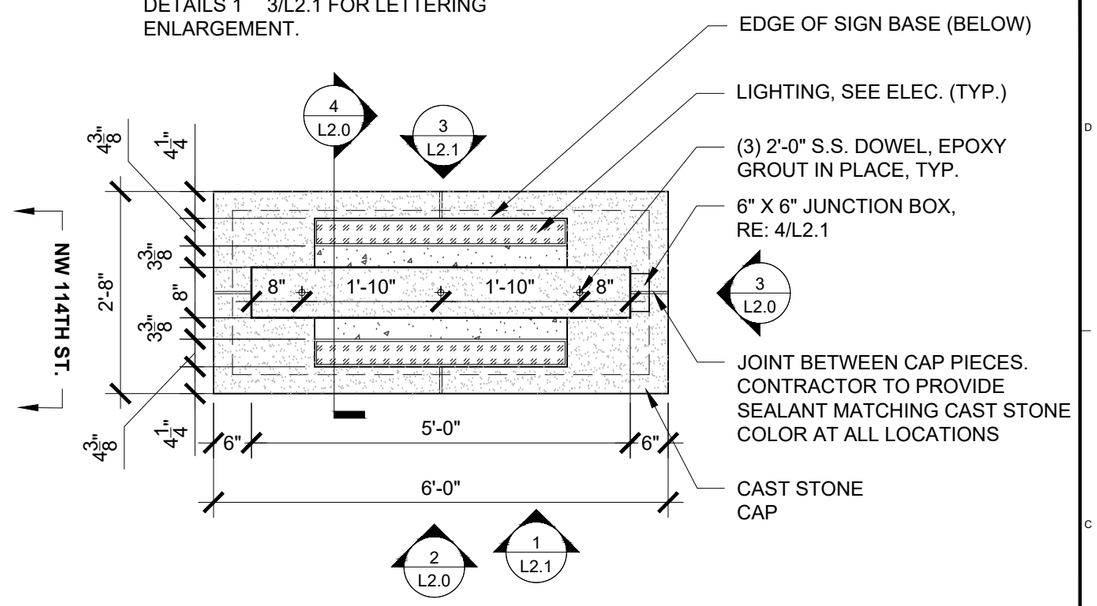
CONFLUENCE PROJECT # 26080

L1.0

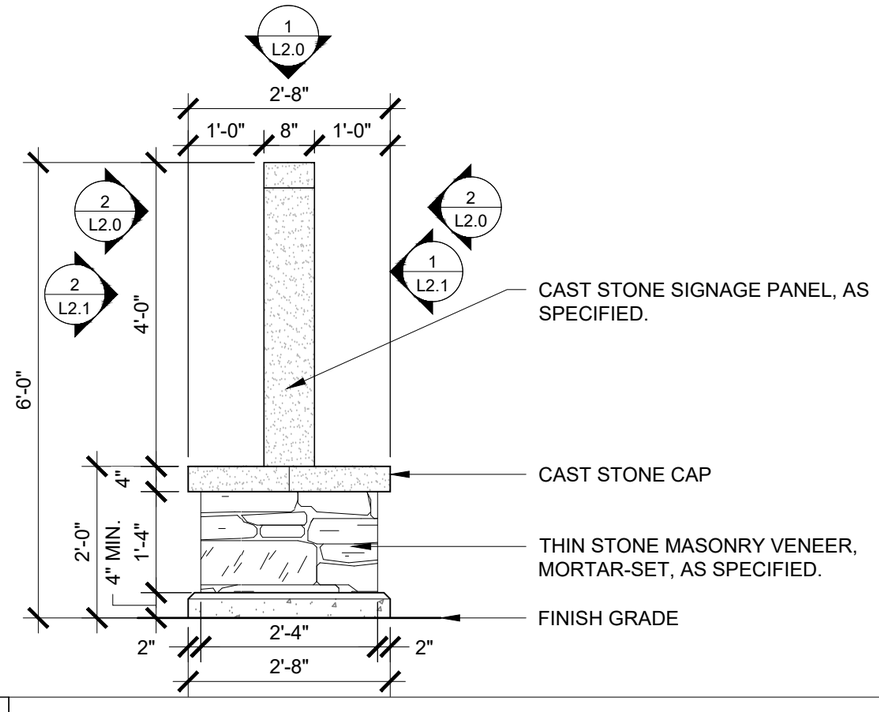


3 L2.0 **FOOTING SECTION** SCALE: 3/8" = 1'-0"

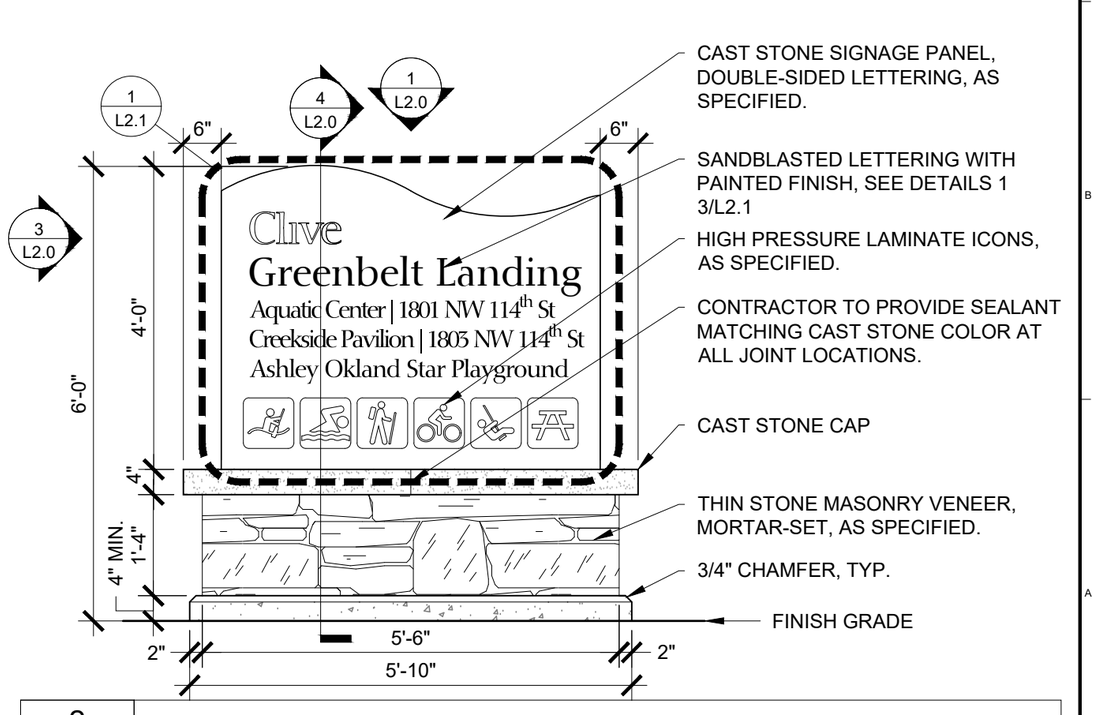
NOTE:
1. SIGN PANEL IS TO BE DOUBLE-SIDED, SEE DETAILS 1 3/L2.1 FOR LETTERING ENLARGEMENT.



1 L2.0 **SIGNAGE PLAN** SCALE: 1/2" = 1'-0"



4 L2.0 **FRONT ELEVATION** SCALE: 1/2" = 1'-0"



2 L2.0 **FRONT ELEVATION** SCALE: 1/2" = 1'-0"

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GREENBELT LANDING MONUMENT SIGN

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CLIVE, IOWA

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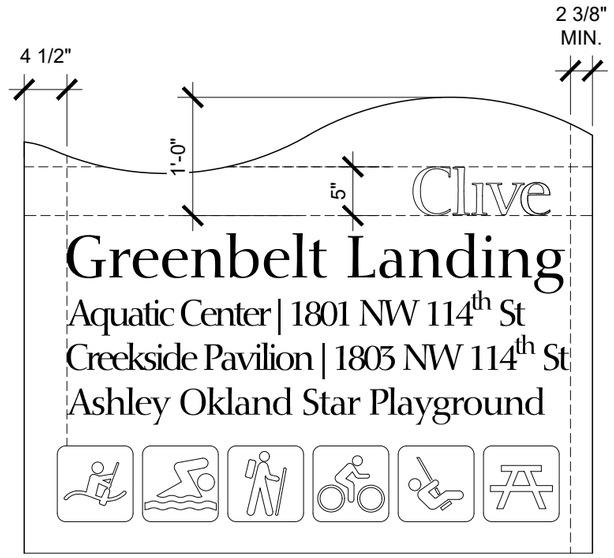
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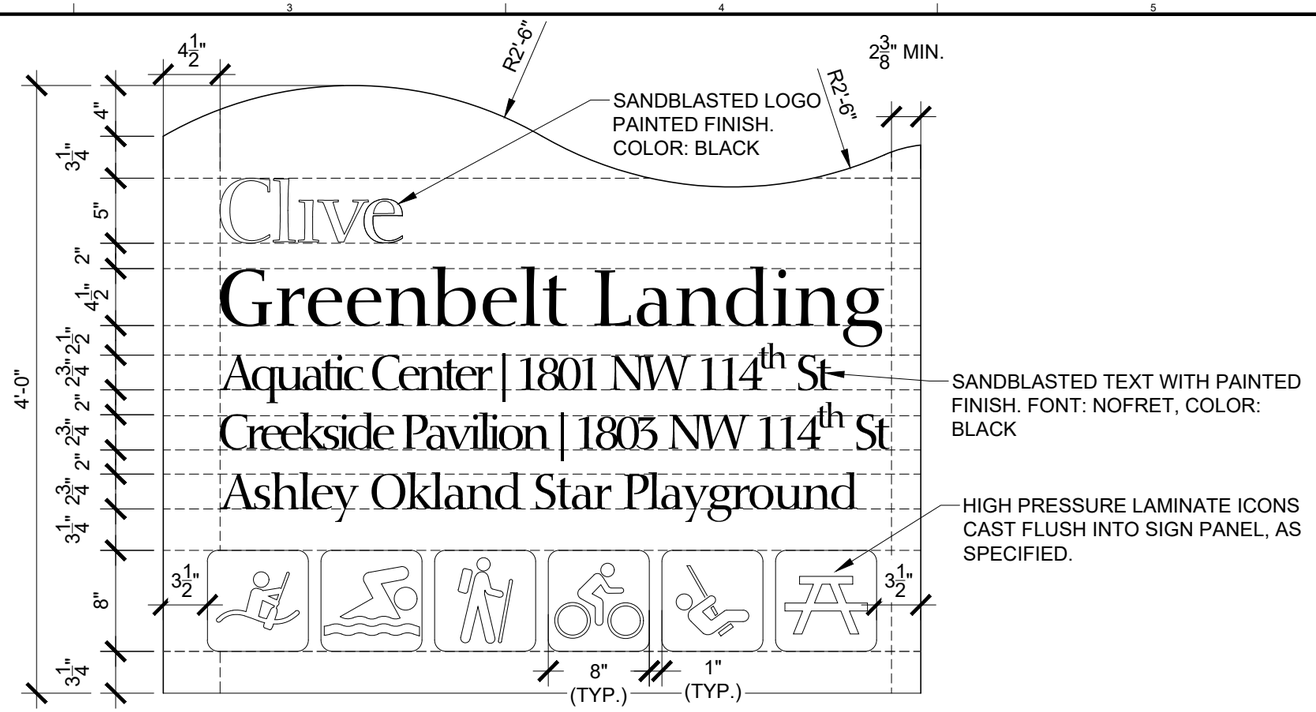
SIGNAGE DETAILS

CONFLUENCE PROJECT # 26080

L2.0

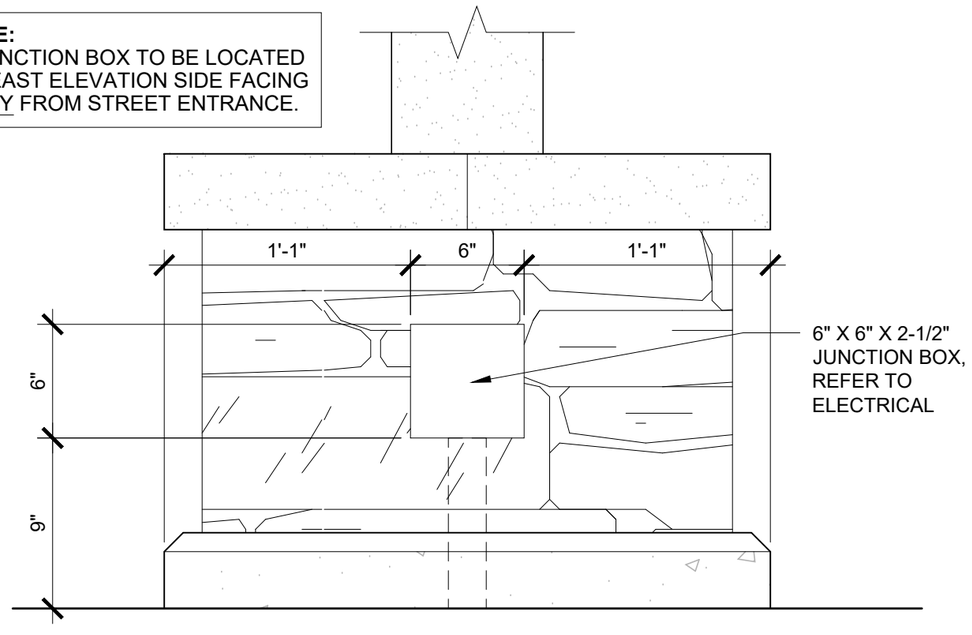


3 L2.1 **SIGN REVERSE** SCALE: 3/4" = 1'-0"

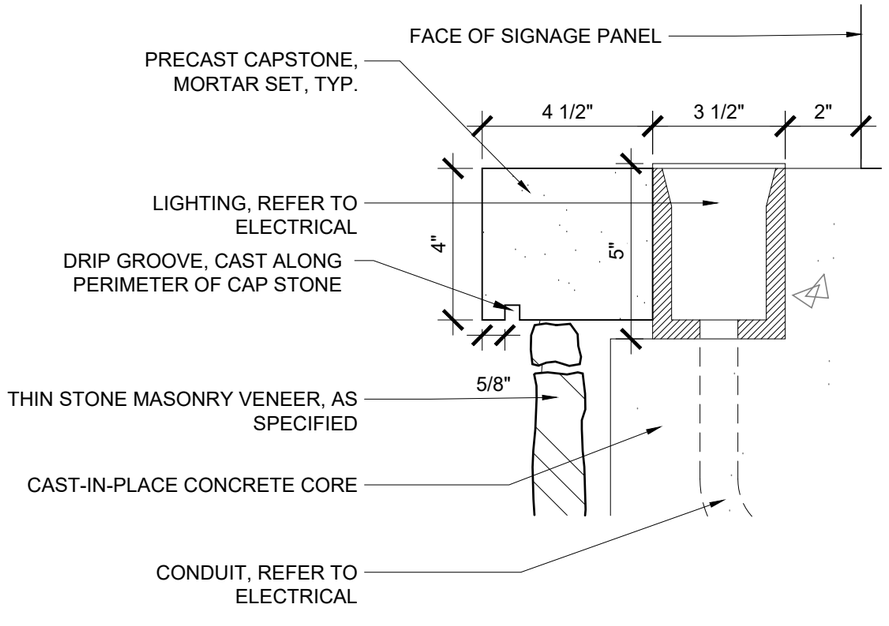


1 L2.1 **SIGNAGE LETTERING ENLARGEMENT** SCALE: 1" = 1'-0"

NOTE:
1. JUNCTION BOX TO BE LOCATED ON EAST ELEVATION SIDE FACING AWAY FROM STREET ENTRANCE.



4 L2.1 **JUNCTION BOX ENLARGEMENT** SCALE: 1 1/2" = 1'-0"



2 L2.1 **CAP STONE ENLARGEMENT** SCALE: 3" = 1'-0"

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GREENBELT LANDING MONUMENT SIGN
CITY OF CLIVE
CLIVE, IOWA

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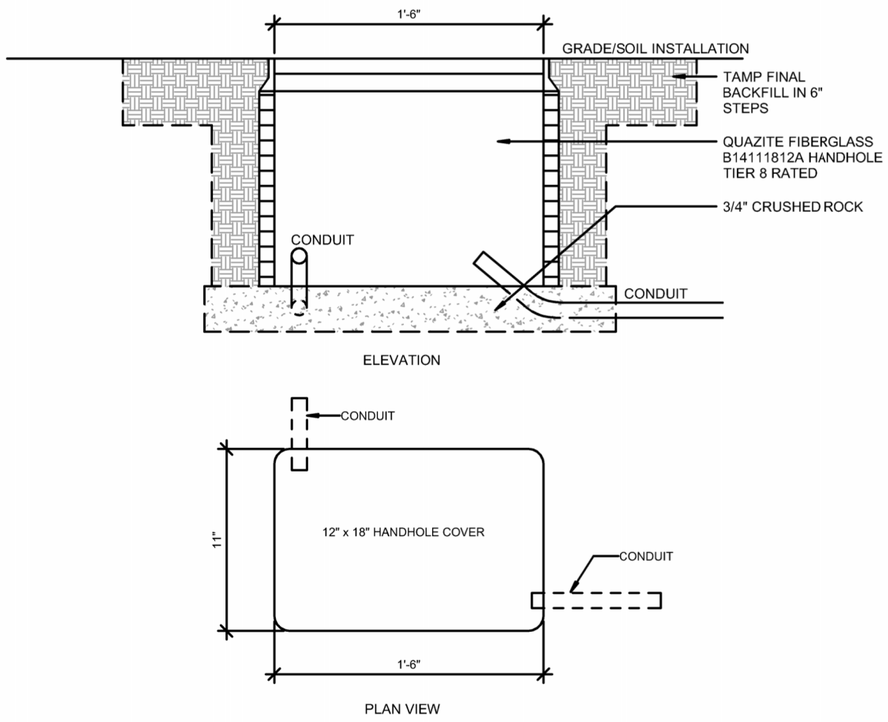
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SIGNAGE DETAILS

CONFLUENCE PROJECT # 26080

L2.1



1 HANDHOLE INSTALLATION

SCALE: N.T.S.

GENERAL ELECTRICAL SPECIFICATIONS

1. DEMOLITION DRAWINGS ARE BASED ON CASUAL FIELD OBSERVATION. ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF WORK.

2. FURNISH AND INSTALL ELECTRICAL WIRING SYSTEMS, EQUIPMENT, AND ACCESSORIES IN ACCORDANCE WITH THE SPECIFICATIONS AND DRAWINGS.

3. ALL WORK SHALL BE COMPLETED IN CONFORMANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL BUILDING CODES.

4. EQUIPMENT AND MATERIALS SHALL BE PROTECTED DURING SHIPMENT AND STORAGE AGAINST PHYSICAL DAMAGE, VERMIN, DIRT, CORROSIVE SUBSTANCES, FUMES, MOISTURE, COLD AND RAIN. STORE EQUIPMENT INDOORS IN CLEAN DRY SPACE WITH UNIFORM TEMPERATURE TO PREVENT CONDENSATION. DURING INSTALLATION, EQUIPMENT SHALL BE PROTECTED AGAINST ENTRY OF FOREIGN MATTER; AND BE VACUUM-CLEANED BOTH INSIDE AND OUTSIDE BEFORE TESTING AND OPERATING.

5. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS AND INSPECTIONS REQUIRED TO COMPLETE THE WORK.

6. JOB SITE SAFETY AND WORKER SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR.

7. COORDINATE ELECTRICAL EQUIPMENT AND MATERIALS INSTALLATION WITH OTHER STRUCTURE COMPONENTS.

8. INSTALL SYSTEMS, MATERIALS, AND EQUIPMENT TO CONFORM TO PROJECT REQUIREMENTS AND APPROVED SUBMITTAL DATA TO THE GREATEST EXTENT POSSIBLE. CONFORM TO ARRANGEMENTS INDICATED BY THE CONTRACT DOCUMENTS, RECOGNIZING THAT PORTIONS OF THE WORK ARE SHOWN ONLY IN DIAGRAMMATIC FORM. WHERE COORDINATION REQUIREMENTS CONFLICT WITH INDIVIDUAL SYSTEM REQUIREMENTS, REFER CONFLICT TO THE ENGINEER. SYSTEMS, MATERIALS, AND EQUIPMENT, WHICH WILL BE EXPOSED IN FINISHED AREAS SHALL BE INSTALLED LEVEL AND PLUMB, PARALLEL AND PERPENDICULAR TO OTHER STRUCTURE COMPONENTS.

PRODUCT SPECIFICATIONS

260519 ELECTRICAL POWER CABLES
1. GENERAL: THWN, UL 83 LISTED.
   1.1. COPPER CONDUCTORS IN CONDUIT.
   1.2. SOLID CONDUCTORS: #12 - #10 AWG.
   1.3. STRANDED: #8 AWG AND LARGER.

2. CONCEAL CABLE IN STRUCTURE UNLESS NOTED OTHERWISE.

260526 GROUNDING
1. EQUIPMENT GROUNDING CONDUCTOR: 600V, THWN-2, COPPER WIRE, GREEN COLOR, IN ACCORDANCE WITH SECTION 260519 ELECTRICAL POWER CABLES.

260533 RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS
1. BELOW GRADE OR CONCEALED ABOVEGROUND:
   1.1. SCHEDULE 40 PVC, UL 651 LISTED. 3/4" MIN.

2. OUTDOOR SHEET METAL JUNCTION AND PULL BOXES
   2.1. DEGREE OF PROTECTION: NEMA TYPE 3R
   2.2. LOCATIONS IN-GROUND: 4X

260923 LIGHTING CONTROL DEVICES
1. PROVIDE PRODUCTS LISTED AND CLASSIFIED BY UNDERWRITERS LABORATORIES, INC. AS SUITABLE FOR THE PURPOSE SPECIFIED.

2. COORDINATE LOCATIONS OF OUTLET BOXES AS REQUIRED FOR INSTALLATION OF LIGHTING CONTROL DEVICES.

3. CONNECT LIGHTING CONTROL DEVICE GROUNDING TERMINAL OR CONDUCTOR TO BRANCH CIRCUIT EQUIPMENT GROUNDING CONDUCTOR AND TO THE OUTLET BOX WITH BONDING JUMPER.

4. INSPECT EACH LIGHTING CONTROL DEVICE FOR DAMAGE AND DEFECTS.

262726 WIRING DEVICES
1. PRODUCT MANUFACTURERS
   1.1. EATON
   1.2. HUBBELL
   1.3. LEVITON
   1.4. PASS & SEYMOUR

2. RECEPTACLES: GFCI, HEAVY DUTY, SPECIFICATION GRADE STRAIGHT-BLADE

3. TOGGLE SWITCH: HEAVY-DUTY DOUBLE POLE

265600 EXTERIOR LIGHTING
1. SUBMIT PRODUCT DATA FOR EACH LUMINAIRE. INCLUDE DATA ON FEATURES, ACCESSORIES, FINISHES, AND THE FOLLOWING:
   1.1. PHYSICAL DESCRIPTION OF LUMINAIRE, INCLUDING MATERIALS, DIMENSIONS, AND VERIFICATION OF INDICATED PARAMETERS.
   1.2. DETAILS OF ATTACHING LUMINAIRES AND ACCESSORIES.
   1.3. DETAILS OF INSTALLATION AND CONSTRUCTION
   1.4. LUMINAIRE MATERIALS

2. SEE FIXTURE SCHEDULE ON SHEET E1.0.

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CONFLUENCE
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GREENBELT LANDING MONUMENT SIGN

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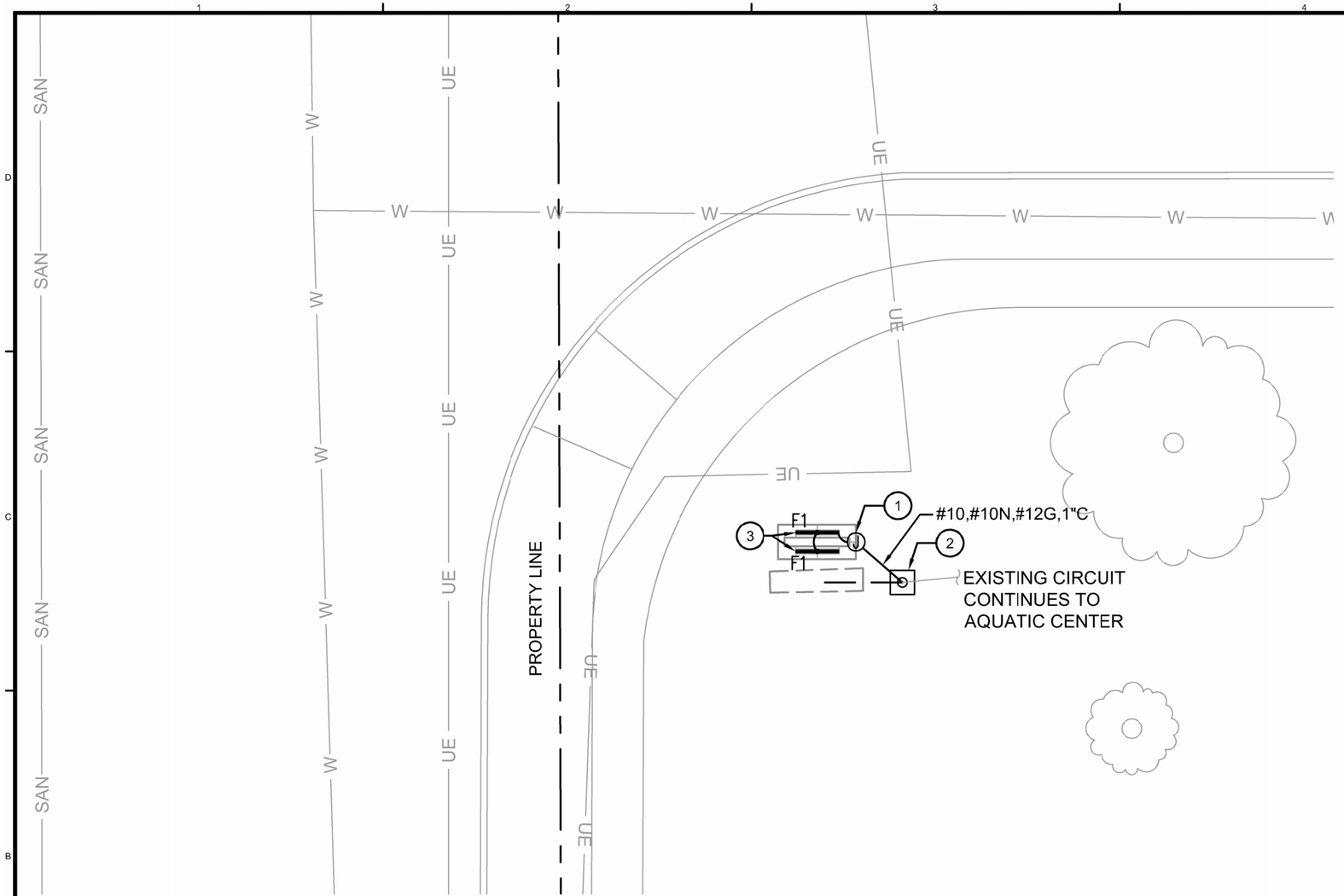
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ELECTRICAL SPECIFICATIONS

CONFLUENCE PROJECT # 26080

E0.0



GENERAL NOTES

A ELECTRICAL ENTITIES DRAWN WITH THIS LINETYPE (————) INDICATES EXISTING TO REMAIN UNLESS OTHERWISE NOTED.

B ELECTRICAL ENTITIES TO BE DEMOLISHED APPEAR DRAWN WITH A BOLD-DASHED LINETYPE (— — —). SOME SYMBOLS ARE TOO SMALL TO APPEAR BOLD-DASHED AND APPEAR AS A BOLD LINETYPE (————). BOTH LINETYPES INDICATED DEMOLITION WORK UNLESS OTHERWISE NOTED.

C DEMOLITION DRAWINGS ARE BASED ON CASUAL FIELD OBSERVATION. REPORT DISCREPANCIES TO OWNER BEFORE DISTURBING EXISTING INSTALLATION. DASHED WALLS ARE SCHEDULED TO BE REMOVED.

D MAINTAIN ACCESS TO EXISTING ELECTRICAL INSTALLATIONS WHICH REMAIN ACTIVE.

KEYED NOTES

1. PROVIDE JUNCTION BOX IN BASE OF SIGN MONUMENT. PROVIDE 2-POLE TOGGLE SWITCH DISCONNECT TO LIGHTING, AND DUPLEX RECEPTACLE WITHIN JUNCTION BOX. PROVIDE BUTTON TYPE PHOTOCELL FOR LIGHTING CONTROL IN JUNCTION BOX COVER FOR ON/OFF CONTROL OF F1 LUMINAIRE.

2. PROVIDE QUAZITE HANDHOLE OVER EXISTING CIRCUIT TO REMOVED SIGNAGE. UTILIZE HAND HOLE TO SPLICE AND EXTEND EXISTING LIGHTING CIRCUIT TO NEW SIGN LOCATION. REMOVE ABANDONED WIRING TO REMOVED SIGN. REFER TO DETAIL 1/E0.0 FOR ADDITIONAL INFORMATION.

3. F1 LUMINAIRE RECESSED INTO SIGN BASE. ROUTE CONDUIT THROUGH SIGNBASE TO JUNCTION BOX IN MONUMENT BASE. REFER TO SIGNAGE DETAILS ON SHEET L2.0 FOR ADDITIONAL INFORMATION.

LIGHTING FIXTURE SCHEDULE

TYPE	MANUFACTURER & MODEL NUMBER	MOUNTING	NOMINAL DIMENSIONS	LAMPS	VOLTAGE	SYSTEM WATTAGE	DETAILS	APPROVED EQUALS
F1	BEGA B77916	RECESSED IN-GRADE	3-5/8"W X 39"L	4000K LED	120V	23W	LINEAR IN-GRADE INSTALLED IN SIGN BASE. COORDINATE INSTALLATION WITH BASE CONSTRUCTION TO ALLOW WATER TO DRAIN FROM FIXTURE OPENING, IP67 RATED, MINIMUM 2700 DELIVERED LUMENS, INTEGRAL DRIVER, BRUSHED STAINLESS STEEL FINISH, SUBMIT INSTALLATION INSTRUCTIONS WITH FIXTURE SUBMITTAL, SYMMETRIC DISTRIBUTION, SEALED AND GASKETED LENS.	PRE-APPROVED EQUAL

1 E1.1 SITE PLAN 1"=10'-0"

0' 5' 10' 20'

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ELECTRICAL SITE PLAN

CONFLUENCE PROJECT # 26080

E1.0

TO: City of Clive, Iowa

PROPOSAL

PROPOSAL: PART A – SCOPE

The City of Clive, Iowa, herein called the "Jurisdiction", has need of a qualified contractor to complete the work comprising the below-referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction, at the prices hereinafter provided in Part C of the Proposal, for the following described improvements:

PROJECT DESCRIPTION:

Greenbelt Landing Monument Sign

Site work including; removal of existing features per instruction of city of Clive, Iowa, excavation of footing, light fixtures and related wiring, cast-in-place signage foundation, application of thin stone veneer, application of precast wall capstone, application of precast signage panel.

PROPOSAL: PART B – ACKNOWLEDGEMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER N/A ADDENDUM NUMBER N/A

and certifies that said addenda were utilized in preparation of this bid.

PROPOSAL: PART C – BID

The undersigned bidder submits herewith five (5%) percent bid security in the amount of $2,128.00, in accordance with the terms set forth in the "Project Specifications."

The undersigned bidder, having examined and determined the scope of the Contract Documents, hereby proposed to provide the required labor, services, materials, and equipment and to perform the Project as described in the Contract Documents, including Addenda N/A, N/A, and N/A, and to do all work at the prices set forth herein.

We further propose to do all "Extra Work" which may be required to complete the work contemplated, at unit prices or lump sums to be agreed upon in writing prior to starting such work.

BASE BID

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1.	Mobilization	1 LS	$ 1,500.00	$ 1,500.00
2.	Selective Site Demolition	1 LS	$ 3,724.00	$ 3,724.00
3.	Footing Excavation	2 CY	$ 1,995.00	$ 1,995.00
4.	Cast-In-Place Footing	2.9 CY	$ 5,586.00	$ 5,586.00
5.	Lighting Circuit	1 LS	$ 4,788.00	$ 4,788.00
6.	Light Fixtures	2 EA	$ 3,458.00	$ 6,916.00
7.	Thin Stone Veneer	21 SF	$ 6,384.00	$ 6,384.00
8.	Precast Capstone	2 EA	$ 1,047.38	$ 2,094.76
9.	Precast Signage Panel	1 EA	$ 9,569.57	$ 9,569.57

Total Extended Amount = $ 42,557.33

PROPOSAL: PART D – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project reserves the right to:

1. Reject any or all bids. Award the contract, if any, to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of Iowa Code; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contact, and furnish a performance and payment bond, and a written notice to proceed by the Jurisdiction and to substantially complete the project by August 28, 2026. This includes streets open to vehicular traffic and substantial completion of demolition, paving, underground utilities and operational electrical system. After August 28, 2026, the contractor is to pay liquidated damages for noncompliance with said completion provisions at the rate of five hundred ($500.00) for each calendar day thereafter that the work remains incomplete.

PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project nor will any employee of the Bidder make any payment or

agreement for payment of any compensation in connection with the procurement of this project; and

3. That no part of the bid price received by the Bidder was or will be paid to any persons, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true, and
5. That the individual(s) executing the proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL: PART F – (RESERVED)

PROPOSAL: PART G – IDENTITY OF BIDDER

Eagle Sign Co. A Div of Nagle Signs Inc. — Bidder

1605 SW 37th St — Street Address

Jessica Fasselius — Signature

Grimes, IA 50111 — City, State, Zip Code

515-243-5663 — Telephone Number

By: Jessica Fasselius — Name (Print/Type)

Vice President of Finance — Title

The Bidder's Public Registration Number issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code, follows:

Number 00137308

The Bidder should contact 515-242-5871 for registration information.

Failure to provide said Registration Number shall result in the bid being read under advisement. A contract will not be executed until the Contractor is registered.

The Bidder shall indicate whether the bid is submitted by a/an:

- ☐ Individual
- ☒ Corporate
  - Title(s) of Corporate Officer(s):
    John Nagle CEO Jon Nagle Senior VP
    Thomas Nagle VP of Operations
    Jenny Taylor VP of Administration
    Jessica Fasselius VP of Finance
  - ☐ Corporate Seal is affixed
  - ☒ No Corporate Seal procured
- ☐ Partner(s)
  - ☐ Limited Partnership
  - ☐ General Partnership
- ☐ Attorney-in-Fact
- ☐ Executor(s) or Trustee(s)

☐ Guardian(s) or Conservator(s)

☐ Other

_____

Signer is representing:

List name(s) of person(s) or entity(ies)

Eagle Sign Co. ADBA Nagle Signs Inc.

Type or print the name of and title of the company's owner, president, CEO, etc. if it is a different person than entered above

John Nagle

Name

President + CEO

Title

NOTE: The signature on this proposal must be an original signature in ink; copies or facsimile of any signature will not be accepted.

Bidder Status Form

To be completed by all bidders — Part A

Please answer "Yes" or "No" for each of the following:

- [x] Yes [ ] No — My company is authorized to transact business in Iowa. *(To help you determine if your company is authorized, please review the worksheet on the next page).*
- [x] Yes [ ] No — My company has an office to transact business in Iowa.
- [x] Yes [ ] No — My company's office in Iowa is suitable for more than receiving mail, telephone calls, and email.
- [x] Yes [ ] No — My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- [x] Yes [ ] No — My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders — Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: 6 / 30 / 2016 to 6 / 15 / 2026 Address: 605 SW 37th St.
City, State, Zip: Grimes IA 50111

Dates: ___/___/___ to ___/___/___ Address: ___
City, State, Zip: ___

Dates: ___/___/___ to ___/___/___ Address: ___
City, State, Zip: ___

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders — Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State: ___

2. Does your company's home state or foreign country offer preferences to resident bidders, resident labor force preferences or any other type of preference to bidders or laborers? [ ] Yes [ ] No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders — Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Signed Name: Jessica Fasselius Signature: Jessica Fasselius

Firm Name: Eagle Sign Co. A Div of Nagle Signs Inc. Date: 6/15/26

Email Address: Jessie-Fasselius@eaglesign.net Phone Number: 515-243-5603

This form has been approved by the Department of Administrative Services Director.

Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

☒ Yes ☐ No	My business is currently registered as a contractor with the Iowa Division of Labor.
☐ Yes ☒ No	My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
☐ Yes ☒ No	My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
☒ Yes ☐ No	My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
☐ Yes ☒ No	My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.
☐ Yes ☒ No	My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
☐ Yes ☒ No	My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
☐ Yes ☒ No	My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
☐ Yes ☒ No	My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
☐ Yes ☒ No	My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
☐ Yes ☒ No	My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

BID BOND

KNOW ALL BY THESE PRESENT:

That we, Eagle Sign Co. A Division of Nagle Signs Inc., as Principal, and Merchants Bonding Company (Mutual), as Surety, are held and firmly bound unto the City of Clive, Iowa, as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of Two Thousand One hundred twenty-eight dollars ($ 2,128.00), lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these present.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, to enter into a contract in writing, for the following described improvements;

Greenbelt Landing Monument Sign

Site work including; removal of existing features per instruction of city of Clive, Iowa, excavation of footing, light fixtures and related wiring, cast-in-place signage foundation, application of thin stone veneer, application of precast wall capstone, application of precast signage panel.

All work is to be done in strict compliance with the plans and specifications prepared by Confluence of Des Moines, Iowa, which have heretofore been approved by the City Council, and are on file for public view.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this 17th day of June , 2026.

_____ _____

SURETY:

Merchants Bonding Company (Mutual)
Surety Company

By: _____
Signature Attorney-in-Fact/Officer

Aaron Raschke, AFSB

Merchants Bonding Company Company
Company Name

6700 Westown Pkwy
Company Address

W Des Moines, IA 50266
City, State, Zip Code

800-678-8171
Company Telephone Number

PRINCIPAL:

Eagle Sign Co. A Div of Nagle Signs Inc.
Bidder

Jessica Fasselius
Signature

Jessica Fasselius
Name (Print/Type)

VP of Finance
Title

605 SW 37th St.
Address

Grimes IA 50111
City, State, Zip Code

515-243-5663
Telephone Number

NOTE: All signatures on this bid bond must be original signatures in ink; copies or facsimile of any signature will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.

MERCHANTS BONDING COMPANY™

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, and MERCHANTS NATIONAL INDEMNITY COMPANY , an assumed name of Merchants National Bonding, Inc., (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Aaron Raschke, AFSB

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the By-Laws adopted by the Board of Directors of the Companies.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship o obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 17th day of June , 2026 .

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS NATIONAL INDEMNITY COMPANY CALIFORNIA

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
MERCHANTS NATIONAL INDEMNITY COMPANY

By Larry Taylor

President

STATE OF IOWA
COUNTY OF DALLAS ss.
On this 17th day of June 2026 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL IOWA

Penni Miller
Commission Number 787952
My Commission Expires
January 20, 2027

Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 17th day of June , 2026 .

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

MERCHANTS NATIONAL BONDING, INC. INCORPORATED -o- 2003

MERCHANTS NATIONAL INDEMNITY COMPANY CALIFORNIA

Secretary

POA 0018 (5/25)

CONTRACT NO: _____
DATE: _____

CONTRACT

THIS CONTRACT, made and entered into this ___ day of _____, 2026, by and between the City of Clive, Iowa hereinafter called the "Jurisdiction", and _____ hereinafter called the "Contractor".

WITNESSETH:

The Contractor hereby agrees to complete the work comprising the below referenced improvements as specified in the contract documents, which are officially on file with the Jurisdiction. This contract includes all contract documents. The work under this contract shall be constructed in accordance with the current SUDAS Standard Specifications, as further modified by the supplemental specifications, special provisions and City of Clive provisions included in said contract documents. The Contractor further agrees to complete the work in strict accordance with said contract documents, and guarantee the work as required by law, for the time required in said contract documents, after its acceptance by the Jurisdiction.

This contract is awarded and executed for completion of the work specified in the contract documents for the bid price shown on this Contract which was proposed by the Contractor in its proposal submitted in accordance with the Notice to Bidders for the following described improvements:

Greenbelt Landing Monument Sign

Site work including; removal of existing features per instruction of city of Clive, Iowa, excavation of footing, light fixtures and related wiring, cast-in-place signage foundation, application of thin stone veneer, application of precast wall capstone, application of precast signage panel.

All work is to be done in strict compliance with the plans and specifications prepared by Confluence of Des Moines, Iowa, which have heretofore been approved by the City Council, and are on file for public view.

The Contractor agrees to perform the work for and in consideration of the Jurisdiction's payment of the bid amount of $_____, which amount shall constitute the required amount of the performance and payment bond. The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written notice to proceed by the Jurisdiction and to be substantially complete the project by August 28, 2026. This includes streets open to vehicular traffic and substantial completion of demolition, paving underground utilities and operational electrical system.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

JURISDICTION:

City of Clive, Iowa

By: _____
John Edwards, Mayor

(Seal)
ATTEST:

_____
Matthew Graham, City Clerk

CONTRACTOR:

_____
Contractor

By: _____
Signature

_____
Street Address

_____
City, State, Zip Code

CONTRACTOR PUBLIC REGISTRATION INFORMATION to be Provided by:

1. All Contractors: The Contractor shall enter its Public Registration Number __ __ __ __ __ __ - __ __ issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:

    a. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the division of labor services of the department of workforce development. The contractor should contact 515-242-5871 for further information. Prior to contract execution, the Jurisdictional Engineer may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.

    b. Prior to entering into contract, the designated low bidder, if it be a corporation organized under the laws of a state other than Iowa, shall file with the Jurisdictional Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Code of Iowa, or as amended, governing foreign corporations. For further information contact the Iowa Secretary of State Office at 515-281-5204.

ALL PURPOSE ACKNOWLEDGMENT

STATE OF _____}
COUNTY OF _____} ss:
On this _____ day of _____ 20__, before me, the undersigned, a Notary Public in and for said State, personally appeared

_____

_____

_____ to me personally known
Or
_____ proved to me on the basis of satisfactory evidence

To be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

_____
(Sign in Ink)

_____
(Print/Type Name)

Notary Public in and for said State

My Commission expires _____ 20__

(Affix notary seal or stamp)

CAPACITY CLAIMED BY SIGNER:

____ INDIVIDUAL

____ CORPORATE
Title(s) of Corporate Officer(s)

_____

_____

____ Corporate seal is affixed

____ No corporate seal procured

____ PARTNER(S)

____ Limited Partnership

____ General Partnership

____ ATTORNEY-IN-FACT

____ EXECUTOR(S) OR TRUSTEE(S)

____ GUARDIAN(S) OR
CONSERVATOR(S)

____ OTHER _____

SIGNER IS REPRESENTING:

List name(s) of person(s) or entity(ies)

_____

_____

_____

(Affix corporate seal if applicable)

SURETY BOND NO.: _____

PERFORMANCE, PAYMENT, AND MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS:

That we, _____as Principal (hereinafter the "Contractor" or "Principal" and _____, as Surety are held and firmly bound unto the City of Clive, Iowa, as Obligee (hereinafter referred to as "the Jurisdiction"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of $_____, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Jurisdiction, bearing date the _____, hereinafter the "Contract" wherein said Contractor undertakes and agrees to construct the following described improvements:

Greenbelt Landing Monument Sign

Site work including; removal of existing features per instruction of city of Clive, Iowa, excavation of footing, light fixtures and related wiring, cast-in-place signage foundation, application of thin stone veneer, application of precast wall capstone, application of precast signage panel.

All work is to be done in strict compliance with the plans and specifications prepared by Confluence of Des Moines, Iowa, which have heretofore been approved by the City Council, and are on file for public.

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. PERFORMANCE: The Contractor shall well and faithfully observe, perform, fulfill and abide by each and every covenant, condition and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the Jurisdiction from all outlay and expense incurred by the Jurisdiction by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.

2. PAYMENT: The Contractor and the Surety on this Bond are hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price which the Jurisdiction is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been

established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573, Code of Iowa, which by this reference is made a part hereof as though fully set out herein.

3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:

   A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of four (4) years from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;

   B. To keep all work in continuous good repair; and

   C. To pay the Jurisdiction's reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the Jurisdiction all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Jurisdiction at the time such work was accepted.

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

   A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;

   B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than twenty percent of the total contract price, and that this bond shall then be released as to such excess increase; and

   C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

   The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

   D. That no provision of this Bond or of any other contract shall be valid which limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.

   E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction including interest, benefits and overhead where applicable. Accordingly,

"all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the Jurisdiction's staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Jurisdiction incurs any "outlay and expense" in defending itself with respect to any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Jurisdiction whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Contractor and the Surety agree, jointly and severally, to pay the Jurisdiction all outlay and expense incurred therefore by the Jurisdiction. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to Surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action or actions or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a word, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Witness our hands, in triplicate, this _____ day of _____ 20___.

Surety Countersigned By:

PRINCIPAL:

_____
Signature of Iowa Resident Commision Prescribed by Chapter 515.52-57, Iowa Code. (Require only if Attorney-in-Fact is not also an Iowa Resident Commission Agent).

_____
Name of Resident Commission Agent

_____
Company Name

_____
City, State, Zip

_____
Company Telephone Number

FORM APPROVED BY:

_____
Attorney for Jurisdiction

_____
Contractor

By: _____
Signature

_____
Title

SURETY:

_____
Surety Company

By: _____
Signature Attorney-in-Fact Officer

_____
Name of Attorney-in-Fact Officer

_____
Company Name

_____
Company Address

_____
City, State, Zip

_____
Company Telephone Number

NOTE: All signatures on this performance, maintenance & payment bond must be original signatures in ink; copies or facsimile of any signature will not be accepted. This bond must be sealed with the Surety's raised, embossing seal. The Certificate of Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.

Memo

TO: Mayor and Council members
FROM: Ryan Mayer, Construction Services Administrator
DATE: June 25, 2026
RE: Resolution Accepting First Amendment to Storm Sewer and Overland Flowage Easement - 15102 Wildwood Dr.

SYNOPSIS:
The owner of Lot 34, Country Club West Plat 9 has requested an amendment to an existing Storm Sewer and Overland Flowage Easement for installation of a fence within the easement area. The proposed project has been reviewed by City staff, who have determined that the installation will not affect the City's ability to maintain the infrastructure within the easement.

Staff recommends approval of the attached Resolution Accepting First Amendment to Storm Sewer and Overland Flowage Easement.

Attachments:
1. First Amendment - signed 15102 Wildwood Dr
2. RESOLUTION 15102 Wildwood Dr

Return to: City Clerk, City of Clive, 1900 NW 114th Street, Clive, IA 50325
Prepared by: Grant Nixon, City of Clive, 1900 NW 114th Street, Clive, IA 50325; 515-223-6221

FIRST AMENDMENT TO STORM SEWER AND OVERLAND FLOWAGE EASEMENT

This First Amendment to Storm Sewer and Overland Flowage Easement (hereinafter called "Amendment") is entered into by and between Anna M. Marasco Revocable Trust (hereinafter called "Property Owner") and the CITY OF CLIVE, IOWA, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property known as 15102 Wildwood Dr and legally described as Lot 34 of Country Club West Plat 9, an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa (hereinafter called "Property"); and

WHEREAS, a Declaration of Storm Sewer and Overland Flowage Easement was previously entered on October 20, 1994, and recorded in Book 777 Page 213 of the Dallas County Recorder (hereinafter called "Easement"), which prohibited the erection of any structure within the easement area; and

WHEREAS, the Property Owner desires to install a fence (hereinafter called "Project") on the Property, which encroaches into the Easement, and the City has agreed to consent to the installation of the Project within the easement area, subject to the conditions set forth in Section 1 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereby agrees as follows:

1. CITY CONSENT TO INSTALLATION OF PROJECT. The City hereby consents to the installation of the Project, which is located within the Easement, provided that all of the following conditions are met:

(a) Project is installed and maintained so that it does not impede the flow of surface water within the Easement.

(b) Project is installed and maintained so that the lowest horizontal member of the fence shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement.

2. MAINTENANCE AND LIABILITY. The property Owners acknowledge and agree that in the event that the City exercises its rights under the Easement, including the rights to construct, reconstruct, repair, replace, enlarge, inspect and maintain the area(s), The City's duty of restoration for the Easement Area shall be limited to grading and replacing grass. In no event shall the City be responsible for any reconstruction, replacement, repair or maintenance of the fence or any improvements or structure located within the Easement Area.

3. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

4. RUNS WITH THE LAND. This Amendment shall be deemed to run with the land and shall be binding on the Property Owner and on the Property Owner's heirs, successors and assigns.

5. APPROVAL BY CITY COUNCIL. This Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Amendment by the City Clerk.

Property Owner does HEREBY COVENANT with the City that (i) Grantor holds said real estate described in the Easement by title in fee simple; (ii) that Grantor has good and lawful authority to convey the same; and (iii) said Grantor covenants to WARRANT AND DEFEND the said premises against claims of all persons whomsoever.

Words and phrases herein, including acknowledgement hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK; SEPARATE SIGNATURE PAGES FOLLOW.)

Dated this 16th day of June, 2026.

Anna M. Marasco Revocable Trust

By: Anna M. Marasco
Anna M. Marasco, TRUSTEE

STATE OF IOWA)
) SS:
COUNTY OF Dallas)

Subscribed and sworn to before me on this 16th day of June 2026, by Anna M. Marasco in their capacity as Trustee of Anna M. Marasco Revocable Trust

NOTARIAL SEAL IOWA
LITZI HERNANDEZ-PONCE
COMMISSION NUMBER 858428
MY COMMISSION EXPIRES
8/27/2027

Notary Public in and for the State of Iowa

My commission expires: 8/27/2027

CITY OF CLIVE, IOWA

By _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ___ day of _____, 2026, before me,_____, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the ____ day of _____, 2026, and that John Edwards and Matthew D. Graham acknowledged the execution of said instrument to be their voluntary act and deed and the voluntarily act and deed of the corporation, by it voluntarily executed.

_____
Notary Public in and for the State
of Iowa

My commission expires:_____

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO STORM SEWER AND OVERLAND FLOWAGE EASEMENT FOR
LOT 34 OF COUNTY CLUB WEST PLAT 9 – 15102 WILDWOOD DR.

WHEREAS, the owner of Lot 34 of Country Club West Plat 9 in the City of Clive, Iowa (the "Property") has submitted to the City of Clive a First Amendment to Storm Sewer and Overland Flowage Easement to permit the installation of a fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to Storm Sewer and Overland Flowage Easement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment to Storm Sewer and Overland Flowage Easement (hereinafter called "Amendment") regarding Lot 34 of Country Club West Plat 9, is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the Amendment with the Dallas County Recorder.

PASSED AND APPROVED this 25th day of June 2026.

By: _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Ryan Mayer, Construction Services Administrator
DATE: June 25, 2026
RE: Resolution Approving First Amendment to Overland Flowage and Private Storm Sewer Easement - 3945 Westgate Parkway

SYNOPSIS:
The owner of 3945 Westgate Parkway has requested an amendment to an existing Overland Flowage and Private Storm Sewer Easement for installation of a fence within the easement area. The proposed project has been reviewed by City staff who have determined that the installation will not affect the City's ability to maintain the infrastructure within the easement.

Staff recommends approval of the attached Resolution Accepting First Amendment to Overland Flowage and Private Storm Sewer Easement.

Attachments:
1. First Amendment signed - 3945 Westgate Parkway
2. Resolution- 3945 Westgate Parkway

Return to: City Clerk, City of Clive, 1900 NW 114th Street, Clive, IA 50325
Prepared by: Amanda Grutzmacher, City of Clive, 1900 NW 114th Street, Clive, IA 50325; 515-223-6221

FIRST AMENDMENT TO OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT

This First Amendment to Overland Flowage and Private Storm Sewer Easement (hereinafter called "Amendment") is entered into by and between Monarch Poured Walls, Inc (hereinafter called "Property Owner") and the CITY OF CLIVE, IOWA, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property known as 3945 Westgate Parkway and legally described as Lot 26 of Shadow Creek Plat 6, an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa (hereinafter called "Property"); and

WHEREAS, a Declaration of Overland Flowage and Private Storm Sewer Easement was previously entered on September 21, 2021, and recorded in Book 2021 Page 28705 of the Dallas County Recorder (hereinafter called "Easement"), which prohibited the erection of any structure within the easement area; and

WHEREAS, the Property Owner desires to install a fence (hereinafter called "Project") on the Property, which encroaches into the Easement, and the City has agreed to consent to the installation of the Project within the easement area, subject to the conditions set forth in Section 1 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereby agrees as follows:

1. CITY CONSENT TO INSTALLATION OF PROJECT. The City hereby consents to the installation of the Project, which is located within the Easement, provided that all of the following conditions are met:

(a) Project is installed and maintained so that it does not impede and use and enjoyment of the land within the Easement.

(b) Project is installed and maintained so that it does not impede the flow of surface water within the Easement.

(c) Project is installed and maintained so that the lowest horizontal member of the fence shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement.

2. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

3. RUNS WITH THE LAND. This Amendment shall be deemed to run with the land and shall be binding on the Property Owner and on the Property Owner's heirs, successors and assigns.

4. APPROVAL BY CITY COUNCIL. This Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Amendment by the City Clerk.

Property Owner does HEREBY COVENANT with the City that (i) Grantor holds said real estate described in the Easement by title in fee simple; (ii) that Grantor has good and lawful authority to convey the same; and (iii) said Grantor covenants to WARRANT AND DEFEND the said premises against claims of all persons whomsoever.

Words and phrases herein, including acknowledgement hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK; SEPARATE SIGNATURE PAGES FOLLOW.)

Dated this 10th day of June, 2026.

Monarch Poured Walls, Inc

By: _____

Its: owner/manager

STATE OF IOWA)
) SS:
COUNTY OF Dallas)

Subscribed and sworn to before me on this 10th day of June 2026, by Mark Behr in their capacity as owner/manager of Monarch Poured Walls, Inc.

LESLIE HERMAN
NOTARY PUBLIC
COMMISSION # 763645
EXPIRES: JUNE 25, 2028

_____
Notary Public in and for the State of Iowa

My commission expires: 6-25-28

CITY OF CLIVE, IOWA

By _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ____ day of _____, 2026, before me,_____, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the _____ day of _____, 2026, and that John Edwards and Matthew D. Graham acknowledged the execution of said instrument to be their voluntary act and deed and the voluntarily act and deed of the corporation, by it voluntarily executed.

_____
Notary Public in and for the State
of Iowa

My commission expires:_____

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT – LOT 26, SHADOW CREEK PLAT 6, 3945 WESTGATE PARKWAY

WHEREAS, the owner of Shadow Creek Plat 6, Lot 26 in the City of Clive, Iowa (the "Property") has submitted to the City of Clive a First Amendment to Overland Flowage and Private Storm Sewer Easement to permit the installation of a Fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to the Overland Flowage and Private Storm Sewer Easement

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment Overland Flowage and Private Storm Sewer Easement (hereinafter called "Amendment") regarding Shadow Creek Plat 6, Lot 26 is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the Amendment with the Dallas County Recorder.

PASSED AND APPROVED this 25th day of June, 2026.

By: _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Ryan Mayer, Construction Services Administrator
DATE: June 25, 2026
RE: Resolution Accepting First Amendment to Overland Flowage and Private Storm Sewer Easement- 18274 Hidden Knoll

SYNOPSIS:
The owner of 18274 Hidden Knoll has requested an amendment to an existing overland flowage and private storm sewer easement for installation of a fence within the easement area. The proposed project has been reviewed by City staff who have determined that the installation will not affect the City's ability to maintain the infrastructure within the easement.

Staff recommends approval of the attached Resolution Accepting First Amendment to Overland Flowage and Private Storm Sewer Easement.

Attachments:
1. First Amendment signed - 18274 Hidden Knoll
2. Resolution- 18274 Hidden Knoll

Return to: City Clerk, City of Clive, 1900 NW 114th Street, Clive, IA 50325
Prepared by: Dan Lass, City of Clive, 1900 NW 114th Street, Clive, IA 50325; 515-223-6221

FIRST AMENDMENT TO OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT

This First Amendment to Overland Flowage and Private Storm Sewer Easement (hereinafter called "Amendment") is entered into by and between Christopher Brock and Kylee Brock (hereinafter called "Property Owners") and the CITY OF CLIVE, IOWA, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property known as 18274 Hidden Knoll and legally described as Lot 79 of Shadow Creek West, an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa (hereinafter called "Property"); and

WHEREAS, a Declaration of Overland Flowage and Private Storm Sewer Easement was previously entered on November 15, 2023 and recorded in Book 2023 Page 17068 of the Dallas County Recorder (hereinafter called "Easement"), which prohibited the erection of any structure within the easement area; and

WHEREAS, the Property Owner desires to install a fence (hereinafter called "Project") on the Property, which encroaches into the Easement, and the City has agreed to consent to the installation of the Project within the easement area, subject to the conditions set forth in Section 1 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereby agrees as follows:

1. CITY CONSENT TO INSTALLATION OF PROJECT. The City hereby consents to the installation of the Project, which is located within the Easement, provided that all of the following conditions are met:

(a) Project is installed and maintained so that it does not impede and use and enjoyment of the land within the Easement.

(b) Project is installed and maintained so that it does not impede the flow of surface water within the Easement.

(c) Project is installed and maintained so that the lowest horizontal member of the fence shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement.

2. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

3. RUNS WITH THE LAND. This Amendment shall be deemed to run with the land and shall be binding on the Property Owner and on the Property Owner's heirs, successors and assigns.

4. APPROVAL BY CITY COUNCIL. This Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Amendment by the City Clerk.

Property Owner does HEREBY COVENANT with the City that (i) Grantor holds said real estate described in the Easement by title in fee simple; (ii) that Grantor has good and lawful authority to convey the same; and (iii) said Grantor covenants to WARRANT AND DEFEND the said premises against claims of all persons whomsoever.

Words and phrases herein, including acknowledgement hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK; SEPARATE SIGNATURE PAGES FOLLOW.)

Dated this 17 day of June, 2026.

By: _____
Christopher Brock

By: _____
Kylee Brock

STATE OF IOWA)
) SS:
COUNTY OF Dallas)

Subscribed and sworn to before me by Christopher Brock on this 17th day of June 2026.

Stephanie Jean Marquardt
Notary Public in and for the State of Iowa

My commission expires: 6/3/28

Stephanie Jean Marquardt
Commission Number 839870
My Commission Expires
June 3, 2028

STATE OF IOWA)
) SS:
COUNTY OF Dallas)

Subscribed and sworn to before me by Kylee Brock on this 17th day of June 2026.

Stephanie Jean Marquardt
Notary Public in and for the State of Iowa

My commission expires: 6/3/28

Stephanie Jean Marquardt
Commission Number 839870
My Commission Expires
June 3, 2028

CITY OF CLIVE, IOWA

By _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ___ day of _____, 2026, before me, _____, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the ____ day of _____, 20__, and that John Edwards and Matthew D. Graham acknowledged the execution of said instrument to be their voluntary act and deed and the voluntarily act and deed of the corporation, by it voluntarily executed.

_____
Notary Public in and for the State of Iowa

My commission expires:_____

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT – LOT 79, SHADOW CREEK WEST, 18274 HIDDEN KNOLL

WHEREAS, the owner of Shadow Creek West, Lot 79 in the City of Clive, Iowa (the "Property") has submitted to the City of Clive a First Amendment to Overland Flowage and Private Storm Sewer Easement to permit the installation of a Fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to the Overland Flowage and Private Storm Sewer Easement

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment To Overland Flowage and Private Storm Sewer Easement (hereinafter called "Amendment") regarding Shadow Creek West, Lot 79 is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the Amendment with the Dallas County Recorder.

PASSED AND APPROVED this 25th day of June, 2026.

By: _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Ryan Mayer, Construction Services Administrator
DATE: June 25, 2026
RE: Resolution Accepting First Amendment to Overland Flowage and Private Storm Sewer Easement - 18190 Alderleaf Dr.

SYNOPSIS:
The owner of 18190 Alderleaf Dr. has requested an amendment to an existing overland flowage and private storm sewer easement for installation of a fence within the easement area. The proposed project has been reviewed by City staff who have determined that the installation will not affect the City's ability to maintain the infrastructure within the easement.

Staff recommends approval of the attached Resolution Accepting First Amendment to Overland Flowage and Private Storm Sewer Easement.

Attachments:
1. First Amendment signed - 18190 Alderleaf Dr
2. Resolution- 18190 Alderleaf Dr

Return to: City Clerk, City of Clive, 1900 NW 114th Street, Clive, IA 50325
Prepared by: Dan Lass, City of Clive, 1900 NW 114th Street, Clive, IA 50325; 515-223-6221

FIRST AMENDMENT TO OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT

This First Amendment to Overland Flowage and Private Storm Sewer Easement (hereinafter called "Amendment") is entered into by and between Brice Towns and Sarah Towns (hereinafter called "Property Owners") and the CITY OF CLIVE, IOWA, a municipal corporation (hereinafter called "City").

WHEREAS, Property Owner owns that property known as 18190 Alderleaf Dr and legally described as Lot 37 of Shadow Creek West, an Official Plat, now included in and forming a part of the City of Clive, Dallas County, Iowa (hereinafter called "Property"); and

WHEREAS, a Declaration of Overland Flowage and Private Storm Sewer Easement was previously entered on November 15, 2023 and recorded in Book 2023 Page 17068of the Dallas County Recorder (hereinafter called "Easement"), which prohibited the erection of any structure within the easement area; and

WHEREAS, the Property Owner desires to install a fence (hereinafter called "Project") on the Property, which encroaches into the Easement, and the City has agreed to consent to the installation of the Project within the easement area, subject to the conditions set forth in Section 1 of this Amendment.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants herein contained, the parties hereby agrees as follows:

1. CITY CONSENT TO INSTALLATION OF PROJECT. The City hereby consents to the installation of the Project, which is located within the Easement, provided that all of the following conditions are met:

(a) Project is installed and maintained so that it does not impede and use and enjoyment of the land within the Easement.

(b) Project is installed and maintained so that it does not impede the flow of surface water within the Easement.

(c) Project is installed and maintained so that the lowest horizontal member of the fence shall be a minimum of 4" above grade or shall be open style to allow the conveyance of storm water through the easement.

2. NO OTHER CHANGE. Except as amended herein, each and every term, condition, warranty and provision of the Easement shall remain in full force and effect, and such are hereby ratified, confirmed and approved by the parties hereto.

3. RUNS WITH THE LAND. This Amendment shall be deemed to run with the land and shall be binding on the Property Owner and on the Property Owner's heirs, successors and assigns.

4. APPROVAL BY CITY COUNCIL. This Amendment shall not be binding until it has received the final approval and acceptance by the City Council by Resolution which approval and acceptance shall be noted on this Amendment by the City Clerk.

Property Owner does HEREBY COVENANT with the City that (i) Grantor holds said real estate described in the Easement by title in fee simple; (ii) that Grantor has good and lawful authority to convey the same; and (iii) said Grantor covenants to WARRANT AND DEFEND the said premises against claims of all persons whomsoever.

Words and phrases herein, including acknowledgement hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

(REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK; SEPARATE SIGNATURE PAGES FOLLOW.)

Dated this 17 day of June, 2026.

By: _____
Brice Towns

By: _____
Sarah Towns

STATE OF IOWA)
) SS:
COUNTY OF Polk)

Subscribed and sworn to before me by Brice Towns on this 17 day of June 2026.

_____
Notary Public in and for the State of Iowa

My commission expires: 11/02/27

NOTARIAL SEAL IOWA
A CAMPBELL
Commission Number 792603
My Commission Expires
11/02/27

STATE OF IOWA)
) SS:
COUNTY OF Polk)

Subscribed and sworn to before me by Sarah Towns on this 17 day of June 2026.

_____
Notary Public in and for the State of Iowa

My commission expires: 11/02/27

NOTARIAL SEAL IOWA
A CAMPBELL
Commission Number 792603
My Commission Expires
11/02/27

CITY OF CLIVE, IOWA

By _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

STATE OF IOWA)
) SS
COUNTY OF POLK)

On this ___ day of _____, 2026, before me,_____, a Notary Public in and for the State of Iowa, personally appeared John Edwards and Matthew D. Graham, to me personally known, and, who being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Clive, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation; and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in Resolution No. _____ adopted by the City Council, under Roll Call of the City Council on the ____ day of _____, 20__, and that John Edwards and Matthew D. Graham acknowledged the execution of said instrument to be their voluntary act and deed and the voluntarily act and deed of the corporation, by it voluntarily executed.

_____
Notary Public in and for the State
of Iowa

My commission expires:_____

RESOLUTION NO. _____

RESOLUTION ACCEPTING
FIRST AMENDMENT TO OVERLAND FLOWAGE AND PRIVATE STORM SEWER EASEMENT – LOT 37, SHADOW CREEK WEST, 18190 ALDERLEAF DR

WHEREAS, the owner of Shadow Creek West, Lot 37 in the City of Clive, Iowa (the "Property") has submitted to the City of Clive a First Amendment to Overland Flowage and Private Storm Sewer Easement to permit the installation of a Fence within the easement area on the Property; and

WHEREAS, City desires to accept the First Amendment to the Overland Flowage and Private Storm Sewer Easement

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the First Amendment To Overland Flowage and Private Storm Sewer Easement (hereinafter called "Amendment") regarding Shadow Creek West, Lot 37 is hereby accepted and approved by the City Council of the City of Clive, that the Mayor is hereby authorized to execute such Amendment on behalf of the City, and the City Clerk to attest to his signature, and that the City Clerk is hereby authorized and directed to file the Amendment with the Dallas County Recorder.

PASSED AND APPROVED this 25th day of June, 2026.

By: _____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Julia McGuire, Administrative Assistant
DATE: June 25, 2026
RE: Resolution Setting Public Hearing (07/23/2026 - 6:00 p.m.) to Consider Plans, Specifications, and Taking Bids for the 2026 Clive Soil Quality Restoration Cost-Share Program

SYNOPSIS:

Public Works has collected contact information for more than 100 Clive residents who are interested in the 2026 Clive Soil Quality Restoration (SQR) Cost-Share Program. We aim to complete approximately 650,000 square feet of SQR across approximately 80 properties. We are now ready to select a contractor to conduct the SQR treatments in September. Funding for the project will come from the participating residents and the Clive Water Utility. The bid letting for the project will be held on July 14, 2026. Staff recommend setting the public hearing for the project at 6:00 on July 23, 2026, with an anticipated Council approval and award to follow.

Attachments:
1. Resolution Setting Public Hearing 2026 SQR
2. Notice of Public Hearing 2026 SQR

RESOLUTION NO._____

RESOLUTION SETTING DATE OF PUBLIC HEARING TO CONSIDER PLANS, SPECIFICATIONS AND TAKING BIDS FOR THE 2026 CLIVE SOIL QUALITY RESTORATION COST-SHARE PROGRAM

WHEREAS, the City Council of the City of Clive, Iowa (the "City") has determined that it is necessary and desirable to execute the 2026 Clive Soil Quality Restoration Cost-Share Program in the City of Clive, Iowa, as described in the proposed plans, specifications, and form of contract for such project (the "Project"), which proposed plans, specifications, form of contract, and estimate of cost are on file with the City Clerk; and

WHEREAS, it is necessary to fix a time and place of public hearing on the proposed plans, specifications, taking of bids, and awarding of bid for the Project, and to advertise for sealed bids for the Project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA

1. The detailed plans and specifications, notice of hearing, notice to bidders, form of contract, and estimate of cost referred to in the preamble hereof are hereby approved for the purpose of enabling the solicitation of bids.

2. The City Council hereby delegates to the City Clerk the duty of receiving, opening and announcing the results of all bids for the construction or performance of such Project, on the 14th day of July 2026, at 2:00 p.m., at the Clive City Hall, Clive, Iowa. The 23rd day of July 2026, at 6:00p.m., at the Council Chambers, City Hall, is hereby fixed as the time and place of hearing on the proposed plans, specifications, taking of bids, and awarding bid for the Project received by the City Clerk in connection therewith.

3. The City Clerk shall publish notice of public hearing, the same being in the form hereinabove approved and substantially as attached to this resolution, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than 4 days not more than 20 days before the date set for the public hearing.

4. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED THIS _____ day of _____, 2026.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED
PLANS AND SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE
2026 CLIVE SOIL QUALITY RESTORATION COST-SHARE PROGRAM
CITY OF CLIVE, IA

Notice is Hereby Given: That at 6:00 pm, at the City Hall, 1900 NW 114th St., Clive, IA 50325, on July 23, 2026, the City Council of the City of Clive, IA (The "City") will hold a public hearing on the proposed plans and specifications, form of contract, and estimate of cost (the "Contract Documents") for the 2026 Clive Soil Quality Restoration Cost-Share Program (the "Project").

The Project shall consist of:

> Execute soil quality restoration—including aerating, applying compost, and all other requirements in the Project plans and specifications—on approximately 997,000 square feet of existing turf grass spread across 80 private residential yards in the City of Clive. The work must be started and substantially completed in September, October, and the first half of November 2026, weather permitting. Since the Project involves extensive engagement with Clive residents, exceptional customer service must be provided at every step in the Project.

A copy of the proposed Contract Documents is on file for public inspection in the office of the City Clerk. The City Clerk will receive, open, and announce the results of all bids for the performance of the Project on July 14, 2026, at 2:00 p.m., at Clive City Hall, Clive, Iowa.

At said hearing any interested person may file written objections or present oral comments with respect to the subject matter of the hearing.

_____
Matthew D. Graham
City Clerk

Memo

TO: Mayor and Council members
FROM: Elizabeth Hansen, Director of Administrative Services
DATE: June 25, 2026
RE: Resolution Approving Employee Handbook - Effective 07/01/2026

SYNOPSIS:
It is a strategic goal of the City to review the Employee Handbook on an annual basis. This year, the Human Resources team is proposing many changes, as you will see in the attached Employee Handbook Updates Memo, which coordinates with a Redlined version and a Cleaned version, and another clean **reordered** version of the Employee Handbook. The final reordered version is a simple reorder of the entire handbook, but redlining for the Council would be extremely difficult and confusing.

These drafted documents were shared and discussed with the Executive Team in April and May, the Employee Benefits Committee on June 10, and the Council Personnel Committee on June 15. Furthermore, the City Attorney, Mary Funk, reviewed the proposed changes and included a couple of minor changes as well.

The Council Personnel Committee recommends approval.

Attachments:
1. Resolution Amending Employee Handbook - 2026
2. Employee Handbook Updates Memo.Final
3. Redlined.Employee Handbook 2026
4. Employee Handbook 2026.Clean
5. Employee Handbook 2026.Reordered.Clean.Final

RESOLUTION NO. _____

RESOLUTION APPROVING REVISIONS TO THE CITY OF CLIVE EMPLOYEE HANDBOOK 2026

WHEREAS, the Clive City Council has considered and adopted the City of Clive Employee Handbook; and

WHEREAS, the city manager has presented to the city council recommended revisions with respect to the Employee Handbook, a copy of which is attached hereto and by this reference incorporated herein; and

WHEREAS, the city council desires to modify the Employee Handbook as recommended by the City Manager.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the revisions recommended by the City Manager and set for the attachment are hereby approved for use in the City of Clive from and after July 1, 2026; and the City Manager is hereby authorized and directed to make said changes to the City of Clive Employee Handbook to be effective from and after July 1, 2026.

PASSED AND APPROVED this 25th day of June 2026.

By_____
John Edwards, Mayor

ATTEST:

_____
Matthew D. Graham, City Clerk

MEMO

To: City Manager, Assistant City Manager, Department Directors

From: Elizabeth Hansen, Director of Administrative Services

Date: May 21, 2026

Re: Employee Handbook Updates

It is not only a requirement of the Administrative Services Human Resources Division to update the Employee Handbook due to labor laws and regulations that change frequently, but it is also important as the city evolves, so do our policies.

Over the past year or so, the Human Resources team has noted many handbook sections that need clarification to better serve our employees, to ensure that all employees have access to the latest information. A well-maintained handbook helps set expectations, reduce misunderstandings, and improve communication between management and staff. We also had new issues emerging throughout the year that needed to be incorporated into the handbook to address current workplace realities.

An outdated handbook can lead to legal risks if employees are misinformed or if the city doesn't follow our own policies. Regular updates help minimize the risk of disputes related to policy enforcement or interpretation.

When the handbook is updated, Human Resources will review the changes with the employees at a city-wide training session to be held in July. These training sessions will help foster a sense of fairness and attention to the employees' needs because it shows that we value our workforce and are invested in maintaining a positive work environment.

The proposed amendments by section are as follows:

2026 Handbook Changes Summary

Section	Proposed Changes	Financial Impact
Overall and Throughout	General grammar, capitalization, spacing, and formatting corrections throughout the handbook. These changes are minor and do not affect policy administration.	N/A
Front Page	Updated spacing, image resolution, and handbook date.	N/A
Table of Contents	Merging sections 7.1 and 7.2, renumbering all Proposed entire reordering and adding gender neutral language. 4.29 change from Remote Work to Alternative Working Arrangements (AWA)	N/A
Staff Appreciation	Addition of Matt's photo to the page	N/A
Mission & Vision Statement	Page 7 – Mission and Vision Statement Year changed to 2040.	N/A
Official Status of the Employee Handbook	Page 10: Replaced benefits portal reference with Clive365 intranet reference. Clarified that Clive365 hosts the current handbook version.	N/A
Definitions	• Added definition for Civil Service. • Updated disability language to modern ADA-compliant terminology. • Added definition for Emergency Personnel and 30-mile residency requirement. • Clarified employee definition using W-2 status. • Expanded Equal Employment Opportunity protected classes. • Expanded Immediate Family definition to include domestic partners and parental-role relationships. • Clarified terminology for part-time fire/EMS staff. • Reorganized part-time employee definitions. Added "**Civil Service**" to Definitions "A merit-based employment system established pursuant to Iowa Code Chapter 400 that governs the hiring, promotion, discipline, and tenure of certain municipal employees, including police, firefighters, and other positions as provided by law or City ordinance. The system is designed to ensure employment decisions are based on	N/A

Section	Proposed Changes	Financial Impact
	merit, competitive examination, and objective qualifications rather than political affiliation or other non-job-related factors." Remove **"handicap"** from **Disability** definition. Add this first sentence instead: "A physical or mental impairment that substantially limits one or more major life activities; a record of such impairment; or perceived as having such an impairment. The City will provide reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship." Add **Emergency Personnel** "Employees designated by the City whose primary duties involve the protection of life, property, and public safety, and who are required to respond to emergencies or critical incidents. This includes: • Police officers • Firefighter/EMTs, Firefighter/Paramedics (excluding Part-Time Fire Department Staff), Assistant Chiefs, Fire Marshal, and Fire Chief • Public Works Director, Operations Administrator, Public Works Supervisors, Senior Operations Specialists and Operations Specialists • Parks Manager, Parks Supervisors, Senior Operations Specialists and Operations Specialists Emergency personnel are required to reside within a thirty-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, unless otherwise approved by the City Manager. **Employee** Added clarifying language for a W-2. "An employee is one who is hired for an unspecified term of employment, is paid wages and is issued a Form W-2 (Wage and Tax Statement) to reflect compensation paid. An employee may be employed on either a full-time or part-time basis." **Equal Employment Opportunity** To not allow any personnel decision or action to be unlawfully influenced in any manner by consideration of an individual's protected status including race, creed,	

Section	Proposed Changes	Financial Impact
	color, religion, sex, pregnancy, gender identity, sexual orientation, veteran status, national origin, age, or disability or any other protected bases. **Immediate Family** Proposed change to include domestic partners and those who stand in a role as a parent. To read: "Relatives including spouse, domestic partner, children, adopted children, stepchildren, individuals for whom the employee stands in the role of a parent, brothers, sisters, half-brothers, half-sisters, stepbrothers, stepsisters, father, mother, stepparents, parents-in-law, grandparents, grandchildren, and legal guardians." **Management Personnel** Bolded **Non-emergency employee** – "An employee whose primary job duties do not involve emergency response or immediate public safety functions." and bolded. **Regular Part-Time Employees** Removed the word "permanent" at the recommendation of Mary Funk. There is no such thing as an at-will environment. **Part-Time Firefighter/Medic** "A Part-Time Firefighter/Medic" should change to "A Part-Time Firefighter/EMT, Part-Time Firefighter/Paramedic and Part-Time Paramedic" Additionally, general grammar and capitalization fixes were applied. Moved Benefit-Qualifying Part-Time Employees to under Regular Part-Time Employees	

Section	Proposed Changes	Financial Impact
Equal Employment, Hostile Work Environment **Employment Opportunity**	• Added pregnancy and childbirth protections throughout EEO language. • Updated discrimination language for legal consistency. • Added consequences for falsified educational credentials during hiring. **Equal Employment Opportunity** Added "pregnancy (including childbirth and related medical conditions)" to the paragraph. To read as: "The City is committed to providing equal employment opportunity and prohibits discrimination in all personnel decisions and employment actions based on an individual's protected status, including but not limited to race, creed, color, religion, sex, pregnancy (including childbirth and related medical conditions), gender identity, sexual orientation, national origin, age, disability, genetic information, veteran status, marital status, or any other status protected by applicable federal, state, or local law." Clarifying language was added to reflect recent legal changes regarding the provision of falsified educational information. The last paragraph to Employment Opportunity now reads, "Any applicant who knowingly provides false statements of material facts, or attempts deception or fraud during the application or hiring process may be disqualified from consideration for employment and may be subject to penalties under applicable law."	N/A
1.3 - Snow Season	Adjusted snow season to match PW policy manual. Completely rewritten: • Snow season formally defined as November 1–March 31. • Detailed rotating on-call procedures added. • Added 30-mile response requirement during weather threats. • Clarified accessibility expectations, call-out rules, and disciplinary consequences. • Added rules for "Not Available" requests. • Clarified on-call compensation rules. Rewritten as:	

Section	Proposed Changes	Financial Impact
	Each year during the designated snow season, November 1 through March 31, Operations Specialists, Senior Operations Specialists and Supervisors in the Public Works and Parks Departments are required to participate in rotating on-call assignments for snow and ice operations. On-call shifts will typically consist of seven consecutive days, beginning on Monday at the start of the business day and continuing through the following Monday at the start of the business day. Employees assigned to an on-call shift are expected to remain available and responsive for duty for the duration of the assignment unless approved otherwise by supervision. If employees are called out during their assigned shift, they will be relieved of on-call status upon reporting for duty, and the next scheduled group will assume on-call responsibilities. The newly assigned group will then remain on-call until they are called out or until the end of their assigned shift, which normally concludes the following Monday at the start of the business day. In situations where employees are called out after midnight on a Saturday, the next scheduled on-call group will remain on-call until they are called out or until the start of the business day on the second Monday following the beginning of their shift. Employees assigned to on-call duty must remain accessible and available to respond at all times. When away from home, employees must carry a cellular phone or City-issued radio. Radios required for this purpose will be provided by the City. Employees may choose to use personal cell phones or similar devices at their own expense. When there is a threat of inclement weather, defined as any forecast indicating potential snow or ice accumulation or refreezing conditions, employees on-call must remain within a 30-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, to ensure timely response. When no such threat exists, employees on-call are not subject to geographic or time restrictions, provided they remain accessible. Failure to remain accessible or to report to work when called in may result in disciplinary action, up to and including termination. During emergency operations, employees may be directed to return home and rest after 12 hours of continuous work. Employees may be called back to duty after a minimum of 8 hours off. Employees who are directed to go home after working at least	

Section	Proposed Changes	Financial Impact
	12 consecutive hours, or who are directed to leave and return later due to emergency operations, will be compensated for their normal 8-hour workday. Employees may request to be "Not Available for Call-Out" (NA) during the snow season, subject to departmental approval and operational needs. Requests should be submitted in advance via the timesheet system and will be reviewed based on staffing needs and service expectations. Departments may establish specific procedures, operational requirements, scheduling practices, limitations, and approval processes related to on-call responsibilities and Not Available (NA) status, consistent with departmental operational needs and service expectations. Time spent on-call is not considered hours worked and is not compensable. Employees will be compensated in accordance with City policy for all time worked when called out for duty.	
1.10 - Total Remuneration	Explicit prohibition on accepting tips or gifts for City services. Add, "Under no circumstances may City services be extended by employees in exchange for special rewards, gifts, or other remuneration from someone else, including tips."	N/A
1.12 - Payroll	Clarified taxable fringe benefit examples and applicability. "Other Types of Taxable Income – In accordance with the IRS Fringe Benefit Guide and the City of Clive Taxable Fringe Benefit Policy (effective 1/1/2016), the City is required to tax employees on certain types of payments, such as Police Officers with a clothing allowance."	N/A
1.15 - Work Schedule	• Updated Police and Fire office hours to 8:00–4:30. • Added summer hours for Parks and Public Works maintenance staff. Proposed addition of Summer Hours Parks (maintenance shop) and Public Works: 6:30 a.m. to 3:00 p.m.	N/A
1.16 - Retention Incentive Program	Major payroll/FLSA-driven restructuring for non-union employees: • Converts longevity incentive from lump sums to hourly pay increases. • Starts hourly longevity at 5 years instead of 10. • Adds hourly conversion chart.	Budget impact for FY26 with a true-up to all employees past 5

Section	Proposed Changes	Financial Impact
	• Adds Sergeant-specific language. • Intended to align with FLSA compliance and simplify payroll processing. Payroll has requested that this policy be revised from a one-time lump sum allotment to an hourly pay increase to ensure consistency with federal law (FLSA). An additional column has been added to reflect the applicable hourly rate at each longevity milestone. After discussion with Payroll, it is recommended that the $250 lump sum payment remains to be paid at the employee's anniversary date. For employees past five-years of service in the middle of a milestone year, the city will provide a one-time true-up payment to make them current. At the 5-35 year marks, the lump sum payment will be removed and replaced with the former lump sum broken down into the hourly rate beginning at 5 years of service. The previous lump sum column has been retained for calculation and reference purposes only. Over the course of an employee's years of service, the updated hourly structure equates to the same total amounts reflected in Column 2. Payroll recommends implementing this change on the final payroll in June so the adjustment is completed within the current budget year and the City can begin the next fiscal year with the revised structure fully in place. In the paragraph below the chart, language was changed to: "Employees who reach five (5) years of service will receive a one-time lump-sum payment during the pay period that includes their service anniversary date. Employees who reach a service milestone and are still employed by the City of Clive will receive the applicable hourly pay increase during the pay period that includes their service anniversary date.	years of service will approximately be $36,159, Annual impact would be on the average of $100 per employee per year ($13,000) some of this amount would already accounted for.

Section	Proposed Changes	Financial Impact
	Starting one day after the five (5) years of service, the lump-sum service award previously paid at service milestones will be eliminated. Instead, the value of the former lump-sum award will be incorporated into the employee's hourly rate of pay, starting at the five-year service milestone and continuing through subsequent eligible service anniversaries. The value of these incentives is taxable and will be included as income in accordance with IRS requirements." Additionally, clarifying language has been added to address Sergeant longevity. "Police sergeant retention incentive will follow the same schedule as outlined in the respective bargaining agreement for those employees they manage. Police Sergeants will be given the awarded amount as an hourly increase of:" Inserted Police Sergeant conversion chart from payroll. This takes the current policy and converts to an hourly increase rather than a lump sum, starting at 10 years. "	
1.17 - Call-In Pay/Overtime	• Minor formatting cleanup. • Added explicit FLSA compliance reference. Added clarifying language "per the rules and regulations outlined by the Fair Labor Standards Act (FLSA)" to the end of this section.	N/A
1.18 Compensatory Time	• Increased rollover cap from combined comp/vacation to 64 hours. • Added separate rollover rules for Fire Lieutenants and Police Sergeants. • Financial impact: increases City leave liability. Change to, "At the employee's anniversary date, a maximum amount of sixty-four (64) hours of comp time and vacation combined can be rolled over." We must also consider Fire Lieutenants and Policy Sergeants. Proposed language, "At the Fire Lieutenant's anniversary date, a maximum of 180 hours of combined compensatory and vacation time may be rolled over. At the Police Sergeant's anniversary date, sixty-four (64) hours of compensatory time may be rolled over."	Will increase city liability that is reported in the annual audit
2.1 – Holidays	• Clarified floating holiday usage increments.	

Section	Proposed Changes	Financial Impact
	• Clarified payout rules at separation/retirement. • Updated snow season references. Fixed the capitalized errors on this page. Added clarifying language on increment usage of floating holidays and how to use if the floating holiday bank is less than 4 hours. Added clarifying language on paying out for holidays or floating holidays upon resignation, termination, or retirement from the City. After the holiday list, added, "City Holidays will not be paid out upon resignation/termination from the City." Added, "Floating holidays may be taken in four (4)-hour increments at a mutually agreed-upon time, with sufficient notice provided to the Department Director. If an employee's remaining balance is less than four (4) hours, the employee may use the remaining balance." Updated snow and ice season to match the updated snow policy, November 1 to March 31.	
2.2 - Vacation Leave	Significant revisions: • New hires receive 80 hours after 90 days. • Added transitional implementation language. • Added 104-hour accrual level at 3 years. • Added 64-hour carryover allowance. • Added Police Sergeant and Fire Lieutenant alignment language. Added an additional 40 hours of vacation for a total of 80 hours for new hires at 90 days per peer municipal research. Added carryover of 64 hours total vacation and comp time combined per peer municipal research and recommendation of the Benefits & Wellness Committee. At 3 years, added 104 hours (13 days). No change for the rest of the chart based on research conducted.	*No budget impact, already budgeting 2080 hours, assuming no look back on time*

Section	Proposed Changes	Financial Impact
	Proposed language: "Effective July 1, 2026, after completion of ninety (90) days of consecutive employment, each new hire will receive eighty (80) hours of vacation leave, or forty-eight (48) hours for Fire Lieutenants. Any employees hired prior to July 1, 2026, who have completed ninety (90) days of consecutive employment but have not yet completed six (6) months of employment as of the effective date, will receive this initial vacation allotment upon implementation of the policy. Employees who have completed six (6) months of employment but are still within their first year as of July 1, 2026, will receive an additional forty (40) hours of vacation leave, for a total of eighty (80) hours during their first year of employment. If vacation hours are not used prior to anniversary end, only the amount indicate for carryover in this policy will be allowed to transfer." Clarifying language added for when vacation time must be used and to match the Police and Fire Union agreement. Changed, "All other vacation leave time must be used on or prior to the pay period when the employee's anniversary date falls, unless otherwise specified for Police Sergeants or Fire Lieutenants." Added, **"Vacation for Police Sergeants and Fire Lieutenants** Police Sergeants and Fire Lieutenants are non-union employees; however, their vacation accrual, usage, and carryover provisions are aligned with the respective Police and Fire collective bargaining agreement guidelines, as determined by the City."	

Section	Proposed Changes	Financial Impact
2.4 - Sick Leave	• Clarified donated leave eligibility. • Clarified inclement weather leave usage. • Added temporary remote work discretion language. Clarifying language added regarding if sick leave donation can be requested if MLE is exhausted. Clarifying language added on whether an employee should use paid leave when the City Manager closes the city for inclement weather. Change to, "All personal time, including vacation, comp time, holidays, and Major Life Event (MLE) leave, must be exhausted prior to requesting donated sick leave." Changed to, "At the discretion of the City Manager, non-emergency employees (i.e., employees other than police officers, firefighters/paramedics/EMT, and snow removal staff) may be excused from reporting to work due to inclement weather. When appropriate and feasible, temporary remote work arrangements may be approved at the discretion of the Department Director or City Manager. Full-time and part-time employees who elect to be absent from work due to inclement weather, even though the weather does not close the City's offices, must use available leave, including, vacation, compensatory time, or unpaid leave, for the number of hours they were scheduled to work, unless otherwise specified."	N/A
2.4 – Family Sick Leave	Clarified use for immediate family members. Added language specifying what family members this policy applies to, "...care for their immediate family members.."	N/A
2.7 - Jury Leave	Requires jury summons submission to HR/supervisor. Added language for providing written notification for personnel file: At the end of paragraph 1, add, "Employees receiving Jury Leave must furnish a copy of the Jury Summons to HR and their supervisor to be placed in their personnel file."	N/A
2.10 – Parental Leave	Added specific leave hour amounts for Fire personnel working >40 hours/week. Language updated to specify fire personnel working more than 40 hours/week. Changed to 424 hours for FT birthing and 212 hours for non-birthing.	N/A

Section	Proposed Changes	Financial Impact
	Added "Full-Time Fire Personnel regularly scheduled greater than 40 hours per week, upon approval, may be eligible to take up to four hundred and twenty-four (424) hours (up to eight (8) weeks) for birthing parents and up to two hundred and twelve (212) hours (up to four (4) weeks) for non-birthing parents." Remove the word "Appeal" from the subtitle "Policy Administration and Appeal". Appeal is not discussed in this policy.	
2.11 – Major Life Event Leave	Major changes: • Removes pilot-program language and makes leave permanent. • Adds expanded eligibility details and hours for Fire personnel. • Clarifies examples and approval authority. • City Manager designated as final eligibility decision-maker. Language updated to ensure policy is now permanent and no longer a pilot. Language updated to specify the number of hours that fire personnel working more than 40 hours/week receive (212 hours). Removed "to be utilized as a pilot program for two years starting January 1, 2024" Removed "*" after part-time benefit qualifying. Changed "Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as fire lieutenants) and benefit qualifying part-time employees up to a maximum of eighty (80) hours of paid leave for a demonstrated need to support family members, provide care, or manage a Major Life Event." To "Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees and Benefit Qualifying Part-Time employees to take paid leave for a demonstrated need to support immediate family members, provide care, or manage a Major Life Event. Full-Time employees, upon approval, would be eligible to take up to one hundred and sixty (160) hours or equivalent hours commensurate with the full-time position if scheduled above 40 hours per week (such as fire lieutenants). Full-Time Fire Personnel with schedules above 40 hours per week are eligible for two hundred and twelve (212) hours of Major Life Event Leave. Benefit Qualifying Part-Time	N/A

Section	Proposed Changes	Financial Impact
	Employees, upon approval, would be eligible to take up to eighty (80) hours of Major Life Event Leave." Fixed grammar in section 3, paragraph 2. Reworded, "Non-exhaustive examples of major life events this category is intended to address include, but are not limited to, the death of an ex-spouse when you need to support your children through the event;..." Under benefit limitations, clarifying language on who makes the final determination for eligibility was added. Final determination of leave eligibility and hours granted under this policy shall be made by the City Manager.	
Sections 3.1 - Health Insurance, 3.3 - Flexible Spending Accounts, and 3.4 - Life Insurance	• Updated portal references to Benefits Guide. • Added ACA compliance language. • Added IRS Section 125 reference. Benefits portal links were updated to refer to the Benefits Guides instead. Added: **Section 3.1 Health Insurance** "Health insurance benefits for all employees are administered in compliance with the Affordable Care Act (ACA). Eligibility for non-union employees will be determined in accordance with applicable federal requirements." Language should read, "refer to the Employee Benefits Guide." Section 3.3 Flexible Spending Account, added, "IRS section 125"	N/A
3.6 - Wellness	Clarified wellness incentives terminate upon separation, including retirement. At the end of paragraph 1, added, "Eligibility for wellness programs and related benefits is limited to active employees. All wellness related benefits, incentives, and discounts end when employment ends, including retirement."	N/A
3.9 - Educational Incentive Pay	Added annual November 1 application deadline.	N/A

Section	Proposed Changes	Financial Impact
	1 added, "New applications, including an uncertified transcript, will be due to payroll by November 1 of each year."	
3.12 - Attendance at Conferences, Seminars, and Technical Meetings	Removed entire section and merged with Section 4.15	N/A
3.14 State Retirement Systems	Clarifying language added for union employees. Added: "For employees covered under a collective bargaining agreement, eligibility and employer contributions are governed by the applicable agreement."	N/A
3.15 Deferred Compensation	• Expanded and clarified 457(b) plan participation. • Added employer contribution language and exclusions. To the chart, added "City Match Percent" Rewrote: "The City of Clive offers a voluntary (457(b) deferred compensation plan to employees. All employees, including full-time and benefit-qualifying part-time employees, are eligible to participate in the deferred compensation plan, unless otherwise specified in the plan document. Participation is voluntary and allows employees to defer a portion of their compensation on a pre-tax or Roth basis, subject to Internal Revenue Service (IRS) limits" Paragraph below the chart rewritten: "In accordance with applicable law, employees covered by collective bargaining agreements for Police (MFPRSI) who were hired on or after January 1, 2011, are not eligible to receive City contributions to the deferred compensation plan. The City may contribute to eligible employees deferred compensation plan as approved by the City Council or as outlined in applicable agreements.	N/A

Section	Proposed Changes	Financial Impact
	Employees may enroll, modify, or discontinue contributions in accordance with plan provisions and administrative procedures. The City will not make contributions for employees who do not contribute themselves."	
3.16 - Retiree Health Insurance	Changed continued regular full-time service to "cumulative regular full-time service."	
3.18 - A.1. Part-Time Employee Benefits - All Part-Time Employees – Service Credit	Comprehensive overhaul: • Clarified benefit-qualifying part-time definitions. • Added ACA compliance references. • Clarified service credit calculations. **3.18 Part-Time Employee Benefits** After sentence one, added, "Part-time employees may be eligible for certain benefits depending on their classification and hours worked. Benefit-qualifying part-time employees are those who are regularly scheduled to work a minimum number of hours as determined by the City and applicable law. Eligibility for benefits will be based on established thresholds and may be reviewed periodically. Benefit-qualifying part-time employees may be eligible for prorated or limited benefits, including vacation leave, sick leave, floating holidays, bereavement leave, jury duty leave, and participation in deferred compensation. Eligibility for specific benefits, including health insurance, will be administered in accordance with City policy and applicable federal requirements, including the Affordable Care Act (ACA), where applicable." **A. All Part-Time Employees, 1. Service Credit** Clarifying language added for years of service calculation. Added, "All years of service, calculated from the employee's original hire date or the start date of a full-time or part-time position (whichever is earlier), will count toward the City's incremental service awards (5, 10, 15, 20, 25, and 30 years)."	

Section	Proposed Changes	Financial Impact
	4. Unpaid Leave Changed paragraph to clarify calculations for eligibility purposes. An employee may be granted unpaid leave with approval from the Department Director. Approved unpaid leave is not considered paid work time and no hours will be credited during the unpaid leave period. Periods of unpaid leave will remain included in the calculation period when determining an employee's average hours worked per week for purposes of eligibility under this policy, which may reduce the employee's average hours for the calculation period. Employees must exhaust all available paid leave before utilizing unpaid leave authorized by the Department Director.	
3.18 - A. 4 Unpaid Leave	Added unpaid leave rules. "Periods of unpaid leave will remain included in the calculation period when determining an employee's average hours worked per week for purposes of eligibility under this policy. As a result, unpaid leave may reduce an employee's average hours worked and may affect eligibility for benefits." Employees must use all available paid vacation, sick leave prior to utilizing unpaid leave authorized by the Department Director.	
3.18 – B.1. Benefit Qualifying Employees Averaging 20 Hours or More Per Week, Not Including 12-24 hour shift employees – Vacation Leave	Standardized prorated vacation eligibility language. In bullet point 1, the hours are not consistent with the chart. Clarifying language changed to: "After qualifying for benefits, benefit-qualifying part-time employees will receive prorated vacation leave based on hours worked, consistent with the vacation accrual schedule."	
3.18 - B.5. – Benefit Qualifying Employees Averaging 20 Hours or More Per Week,	Added payroll safeguards for deferred compensation. Clarifying language added on participation requirements for payroll. Rewritten to, "Part-time employees who work an average of 20 or more hours per week (and have been employed by the City for longer than one year) are eligible to	

Section	Proposed Changes	Financial Impact
Not Including 12-24 hour shift employees – Deferred Compensation	voluntarily participate in the 457(b) Plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of a benefit-qualifying part-time employee."	
3.18 - C.2. – Part-Time 12-24 Hour Shift Workers – Deferred Compensation	Clarifying language added on participation requirements for payroll. Added, "...are eligible to voluntarily participate in the 457(b) plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of a benefit-qualifying part-time employee."	
4.5 - Examination and Background Checks	Expanded significantly: • Added annual driving record checks. • Added proof-of-insurance requirements. • Added educational credential verification. • Added credit-history check language for bondable positions. Outlined procedures for running annual driving record checks and collection of DL and proof of insurance. Added educational background check for applicable positions. Changed from "Additionally, for all new employees the City will complete at its expense a complete criminal background check and driving record check." to "Additionally, for all new employees, the city will, at its expense, conduct a criminal background check; verify educational credentials for positions requiring education beyond a GED/HiSET; and complete a driving record check. The city will also collect proof of insurance for employees who operate a personal vehicle for city business or city vehicle and a copy of the employee's driver's license. The city will conduct annual driving record checks at its expense and require updated proof of insurance annually. A copy of an updated driver's license is required to be provided to Human Resources upon expiration or license update." Clarifying language added on what positions a credit history report is completed for.	N/A

Section	Proposed Changes	Financial Impact
	Added, “For employment purposes and with written consent, the City of Clive may obtain various consumer reports about prospective employees from one or more consumer agencies. A consumer report, including a credit history report (for bondable positions), may also include information regarding the prospective employee’s character, general reputation, personal characteristics, and mode of living, and it may be used in determining eligibility.”	
4.7 Probationary Period	Clarified supervisor/director responsibilities and timing for evaluations. Added clarifying language regarding when a probation evaluation and release is to be completed and by whom. "At least ten (10) days prior to the expiration of an employee’s probationary period but no later than the pay period in which the expiration date falls, the employee’s supervisor completes the probation evaluations and the Director signs the “Probationary Release” form if the employees are to be placed in regular status.”	N/A
4.8 - Citizenship and Residence – B. Residency Requirements	Added clarification on 30-mile position requirements. Emergency personnel definition added to the definitions section. Change to, “Other emergency personnel, as defined in the employee handbook, shall reside within a thirty-mile radius of City Hall, 1900 NW 114 Street, Clive, IA.”	N/A
4.14 - Time Records	Expanded payroll/timekeeping procedures: • Added supervisor responsibilities for employees on leave. • Added payroll correction process. • Added disciplinary language for inaccurate reporting. Clarifying language was added regarding procedures for supervisors managing employees on FMLA or unpaid leave. Added a second paragraph, “Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted in accordance with established payroll deadlines.	N/A

Section	Proposed Changes	Financial Impact
	Employees are responsible for accurately completing and submitting their timesheets. This includes employees who are on approved leave, including FMLA or unpaid leave. When foreseeable, employees are expected to complete and submit their timesheets in advance of their leave using the payroll system. If an employee is unable to complete their timesheet due to incapacity, the direct supervisor is responsible for ensuring the employee's time is accurately recorded and submitted. In the event an employee does not agree with a submitted timesheet or payroll entry, a payroll correction form must be completed and submitted for review and processing. Failure to accurately report time worked or to follow payroll procedures may result in corrective action."	
4.15 - Attendance at Conferences, Seminars, and Technical Meetings	• Removed Section 3.12 and merged Section 3.12 to 4.15 **A. Attendance and Approval** Attendance at professional conferences, seminars, training programs, and technical meetings shall be considered part of an employee's normal duties when approved by the appropriate Department Director or the City Manager. Time spent attending approved events, including authorized travel time, shall be compensated in accordance with applicable City policies and wage and hour laws. Department Directors and the Assistant City Manager may attend out-of-region conferences and training seminars with the approval of the City Manager. Out-of-region is defined as locations outside the State of Iowa and its bordering states. All other employees may attend out-of-region conferences and training seminars upon recommendation of their Department Director and approval by the City Manager. In-state conferences and training seminars may be approved by the appropriate Department Director. **B. Meal Reimbursement** The City may reimburse officials and employees for actual meal expenses incurred while conducting approved City business under the following circumstances: 1. While attending a conference, meeting, training session, or seminar located outside the Metro Area.	

Section	Proposed Changes	Financial Impact
	2. While traveling to, from, or during an approved conference, meeting, training session, or seminar requiring one or more overnight stays. 3. While attending a business meeting conducted during a meal for the convenience of the employer, where the primary purpose of the gathering is the active conduct of City business. For purposes of this policy, the Metro Area is defined as any location within a thirty (30) mile radius of the intersection of Hickman Road and Interstate 35/80, including any municipality partially within that radius. Meal expenses incurred within the Metro Area are generally not eligible for reimbursement unless associated with a qualifying business meal meeting as described above. Employees seeking reimbursement must submit original, itemized receipts showing: • Date and location of purchase; • Amount paid; • Items purchased; • Vendor name; and • Business purpose of the expense. Tips may be reimbursed up to twenty percent (20%) of the meal cost when appropriate. Credit card or debit card transaction slips alone are not sufficient documentation and must be accompanied by the itemized receipt. The City will not reimburse alcoholic beverages or snack purchases. City-issued credit cards or purchasing cards may be used for meal expenses authorized under this policy. **C. Transportation and Vehicle Reimbursement** The City may reimburse employees for reasonable and necessary transportation expenses incurred while attending approved conferences, seminars, training programs, or meetings.	

Section	Proposed Changes	Financial Impact
	Eligible transportation expenses may include: • Mileage for use of a personal vehicle at the current IRS-approved rate; • Commercial airfare; • Parking fees, including airport parking; • Taxi, shuttle, and rideshare services; • Rental vehicles when approved and necessary for City business. Employees are expected to utilize the most economical and practical method of transportation considering cost, efficiency, and operational needs. When personal vehicles are used, mileage reimbursement may be limited to the equivalent cost of a more economical transportation option if determined appropriate by management. Employees utilizing air travel are expected to select reasonably priced airfare and standard accommodations. Any upgrades or expenses incurred for personal convenience are the responsibility of the employee. All transportation reimbursement requests must include original itemized receipts or mileage documentation identifying travel dates, destination, and business purpose. City-issued credit cards or purchasing cards may be used for approved transportation expenses; however, all supporting documentation and receipts must still be submitted. **D. Review and Compliance** All reimbursement requests are subject to review and approval by the Department Director, City Manager, or their designee and may be reviewed by City auditors and/or Internal Revenue Service auditors for compliance with City policies and applicable regulations. Departments may adopt procedures that are more restrictive than this policy but may not adopt procedures that are less restrictive unless required by state or federal law.	

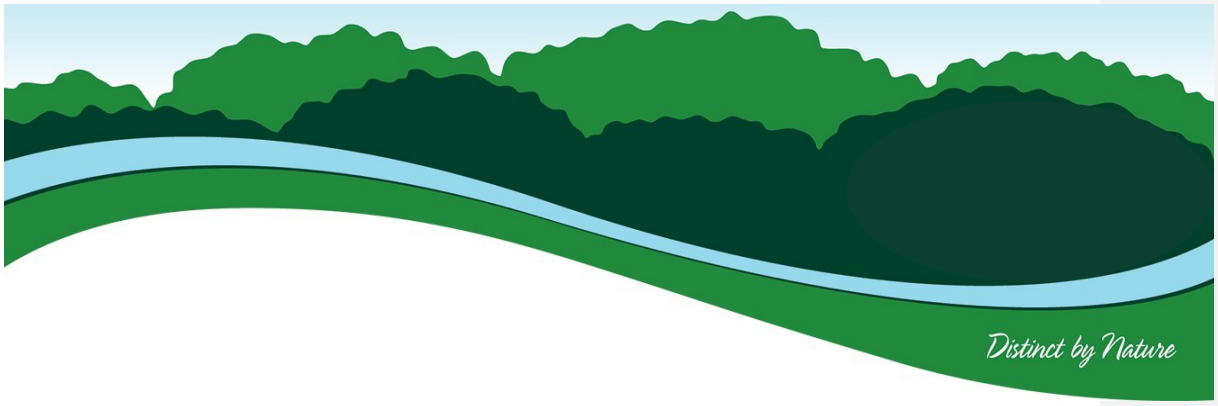
Section	Proposed Changes	Financial Impact
4.16 Promotion/Transfer & Status Changes	New section added: • Covers transitions between full-time and part-time status. • Explains benefit and accrual impacts. • Requires formal notification procedures. **"Status Changes (Full-Time and Part-Time)** An employee's status may change from part-time to full-time or from full-time to part-time based on operational needs, employee request, or position changes approved by the City. A change in status may affect an employee's eligibility for benefits, accrual rates, and participation in City-sponsored programs. Benefit eligibility and accruals will be adjusted in accordance with applicable City policies, plan documents, and, where applicable, collective bargaining agreements. Employees transitioning from part-time to full-time status will become eligible for benefits in accordance with City policy and applicable waiting periods. Employees transitioning from full-time to part-time status may lose eligibility for certain benefits, including but not limited to health insurance, leave accruals, and educational assistance, unless otherwise specified. Changes in status will be effective at the beginning of a pay period, unless otherwise approved by the City. Employees will be notified of any changes to their status, including the effective date and impact on compensation and benefits."	
4.18 - Resignations	Clarified termination timing for benefits and wellness incentives. Added, "Upon separation from employment with the City, group benefits will terminate at the end of the month in which separation occurs. Wellness benefits will terminate immediately upon separation."	N/A
4.20 - Official Personnel Files	Clarified emergency-contact information usage. Clarifying language added regarding what information is shared in the event of emergency or illness.	N/A

Section	Proposed Changes	Financial Impact
	Changed to, "Information from the emergency contact form may be used on the employee's behalf in case of an emergency or illness."	
4.22 - References	Requires HR/City Manager approval for references on City letterhead. Added, "If an employee requests a formal reference, Human Resources must be consulted and approval obtained from the City Manager."	N/A
4.23 Meal Breaks and Rest Periods	Expanded on Firefighters/paramedics/EMT to match current job titles. Added full time and part time clarification. Updated firefighter/EMS terminology. Replaced meal voucher system with reimbursement process. Removed "they shall receive a $15.00 per diem meal voucher or compensation" and replaced with "employee shall submit a reimbursement request for up to $15.00 for a meal."	N/A
4.26 - Use of Private Vehicles	Clarifying language added to include annual collection of proof of insurance as well as annual driving record checks. End of paragraph 2, changed to "Employees who use their personal vehicles for City business are required to provide updated proof of insurance annually. Concurrently, the City conducts annual driving record checks to ensure continued eligibility to operate a vehicle for City business. Upon expiration or update of a driver's license, employees shall provide a copy to Human Resources."	N/A
4.27 Electronic Communication	Grammar correction and clarification of policy applicability. "Users shall not bring or use personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, or other data storage media) to connect them to the City's internal network systems without permission from Technology Services. Personal electronic devices used in violation of this policy are subject to inspection and will subject the owner to disciplinary action. NOTE: This policy does not apply to personal device connections to City-owned public Wi-Fi networks for purposes such as training, education, emergency management, or similar authorized activities."	

Section	Proposed Changes	Financial Impact
Starting in section 4.29 - Alternative Work Arrangement (AWA) Policy	Standardized spacing, formatting, and bullet point sizing. Added technology/equipment use expectations tied to electronic communication policies. Added, "Equipment supplied by the City is to be used for City business, and employee conduct shall be consistent with the requirements outlined in section 4.27 Electronic Communication of this handbook."	N/A
6.1 - Clothing Allowance	Spelled out IOSHA and OSHA acronyms. Added departmental manual reference. Changed to, "...Iowa Occupational Safety and Health Administration (IOSHA) or Occupational Safety and Health Administration (OSHA)..." At the end of the paragraph, added, "For further guidance, refer to the applicable departmental policy manual."	N/A
6.10 - Illegal Drug and Substance Involvement & 6.11 - Drug & Alcohol Testing	Major rewrite: • Clearly distinguished between CDL and non-CDL employees • Included all federally required testing categories (pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up) • Added compliant language around random testing (scientifically valid selection, unannounced, spread throughout the year) • Strengthened reasonable suspicion requirements, including supervisor training and documentation standards • Included required post-accident testing criteria and timelines • Added the FMCSA Drug and Alcohol Clearinghouse requirements • Aligned the policy with Iowa's drug testing law for non-CDL employees Fixed the referenced links. https://www.cityofclive.com/Human%20Resources/Request%20for%20Medical%20Review%20and-or%20Drug%20Screen.docx?t=202305231519060 After reviewing the current section 6.10 against FMCSA regulations (49 CFR Part 382), Iowa Code §730.5, and CDL supervisor training standards, updates were made to the policy, including a full re-write and addition of a new section, 6.11 - Drug and Alcohol Testing. For full language, refer to the red-lined version of the handbook.	

Section	Proposed Changes	Financial Impact
7.2 - Disciplinary Action Guidelines – Bullet K and Bullet OO, period at sentence ending for NN, OO, PP, QQ	Formatting cleanup and added disciplinary language for on-call employees impaired by drugs/alcohol when called in.. "If a scheduled on-call employee is called in to work and is found to have consumed alcohol, is under the influence of alcohol or illegal drugs, or tests positive for alcohol or illegal drugs, the employee will be subject to disciplinary action, up to and including termination."	N/A
8.1 - Political Activity	Expanded policy: • Prohibits partisan political activity during work time. • Prohibits use of City uniforms/logos/resources in political activity. • Clarifies employees retain lawful off-duty political rights. • Exempts authorized legislative/government affairs work. Added, "Employees may not engage in partisan political statements, including attending political rallies or campaign events, during paid work time or while otherwise acting in an official capacity on behalf of the City. Employees are prohibited from using City resources, including uniforms, logos, equipment, or identification, in connection with any partisan political activity, or in any manner that could reasonably imply City endorsement of a candidate, campaign, or political position. Nothing in this policy is intended to restrict employees' rights to engage in lawful political activities while off duty and not representing the City. This policy does not apply to employees who are authorized, as part of their official duties, to participate in legislative or governmental affairs, including attending legislative sessions, meeting with elected officials, or advocating on behalf of the City's interests." Remove sentence ending period to: Employees in uniforms that display City insignia and logos or any use of City employees while on City time.	N/A

Revision Note: This version is intended to serve as the fully updated memorandum reflecting all changes identified in the Draft Employee Handbook 2026 and corresponding handbook change summary.



City of Clive

Employee Handbook

Amended by the Clive City Council
Resolution No. ~~2025-203~~
On June 2~~5~~6, 202~~6~~5

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STAFF APPRECIATION

Let me start off with saying thank you. Thank you so much for joining the incredible staff of the City of Clive. It is truly an honor to serve as your City Manager and express my deepest appreciation for the dedication and commitment you all bring to this great city.

I want to acknowledge the work you do, but to also recognize the collective impact you have on the lives of every citizen in Clive. From the early morning hours to the late nights, you work tirelessly to ensure that our community thrives and prospers.

In the face of challenges, you remain steadfast, displaying an unwavering commitment to the betterment of our city. Whether it is maintaining our infrastructure, providing essential services, ensuring public safety, or engaging with our vibrant community, you do so with an unparalleled sense of duty and a deep understanding of the impact your work has on the lives of our residents.

The progress we have achieved together is a testament to your efforts. Clive has become a model city, renowned for its strong community bonds, its forward-thinking approach, and its ability to adapt to change. This progress did not happen by chance; it is the result of your hard work, your innovative ideas, and your unwavering dedication.

But I want to recognize more than just the work you do. I want to acknowledge the people behind the titles—the mothers, fathers, sons, daughters, friends, and neighbors who make up the fabric of this remarkable team. You bring your unique perspectives, your diverse talents, and your passion for service to the table, creating a rich collection of skills that fuel the success of our city.

As your City Manager, I am deeply grateful for the privilege of working with such an exceptional group of individuals. Your dedication is inspiring, and your commitment to public service is a shining example for communities across the nation. You are the backbone of Clive, and it is because of your hard work that we continue to reach new heights and overcome challenges.

In closing, let me assure you that your work does not go unnoticed. Your efforts have touched the lives of countless individuals, and you have made a lasting impact on our city. You are the change agents, the champions of progress, and the unsung heroes who make Clive the incredible place it is. So, thank you. Thank you for your unwavering commitment. Thank you for your dedication to service. And thank you for being the heart and soul of the City of Clive.

Matt McQuillen
City Manager



MISSION & VISION STATEMENT

Mission

OUR MISSION

is to provide

HIGH QUALITY, CUSTOMER VALUED MUNICIPAL SERVICES in a

FINANCIALLY RESPONSIBLE MANNER

through a ***DEDICATED WORKFORCE***

resulting in ***SATISFIED CUSTOMERS***

and a ***SUSTAINABLE CLIVE COMMUNITY***

COST EFFECTIVE DELIVERY

FORWARD THINKING  **CONTINUOUS IMPROVEMENT**

Vision

Clive 2040~~35~~ is a BEAUTIFUL and SAFE City with GREAT RESIDENTIAL NEIGHBORHOODS through buildout.

Clive 2040~~35~~ provides EXCEPTIONAL FAMILY LIVING and OPPORTUNITIES FOR PERSONAL WELLNESS.

Clive 2040~~35~~ has the DISTINCTIVE CLIVE GREENBELT, and a REVITALIZED 86th CORRIDOR/NEIGHBORHOOD.

HOW WE INVEST IN OUR PEOPLE

In Clive, we believe in excellent public service and good governance. We take pride in our work because we create and sustain a beautiful, safe, fair, and hope-filled community. The community appreciates our efforts, evidenced by the consistently high approval ratings in Clive's resident surveys.

Delivering the excellent services Clive residents, businesses, and visitors deserve requires an exceptional workforce. We are committed to retaining, attracting, and developing high-performing employees who do their best, excel in their profession, support their teammates, and enjoy a healthy work-life balance.

We are committed to competitive pay rates updated annually based on the cost of living for our area, and we conduct regular salary and benefits studies to ensure our competitiveness with neighboring cities. We provide generous benefits, including:

- ***Merit pay for performance***
- ***Time off for our employees to enjoy life and be present for friends, family, and others they care for***
- ***Excellent health insurance and wellness incentives for employees and families***
- ***Strong retirement and deferred compensation packages***
- ***Retention incentives***
- ***Investments in equipment, skills training, and career development and advancement so employees are successful***

We fairly administer pay and benefits and provide equal pay for equal work. We strive to be a welcoming organization seeking a diverse workforce reflective of the community we serve and diligently follow all employment laws, including those related to protected classes. We are financially responsible while valuing the workforce we need to serve the entire Clive community, and we adapt as the needs of the Clive community and our employees evolve.

INTRODUCTION

The City of Clive's Employee Handbook describes the official policies and procedures guiding the City's actions regarding personnel matters. It is intended to guide and direct staffing and personnel management under routine situations. The handbook will provide clear policies and procedures for a professional working environment in which roles and responsibilities are understood and accepted.

This handbook does not constitute or create a contract of employment. Rather, this handbook has been prepared to acquaint you with the City of Clive's employment policies, your responsibilities as an employee, and the many benefits and privileges our employees may enjoy. It is presented as a matter of information only. While the City believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually and reserves the right to change or terminate any or all of them at any time.

As a City employee, you are employed at-will. As an at-will employee, you retain the right to terminate your employment at any time, for any reason, and the City retains the same right. No policy or practice of the City should be construed to change this relationship. Only the City Council has the right to modify or change this practice.

The personnel policies of the City of Clive are intended to:

- *Increase understanding* and eliminate the need for personal decisions on policy matters.
- *Establish and maintain* uniform personnel practices for recruitment, classification, employee status, assignment, and benefits changes. Each member of management is responsible for administering these policies consistently and impartially.
- *Establish and maintain* uniform timekeeping and payroll practices regarding hours worked, deductions, and application of adjustments.
- *Assist in planning* for the personnel requirements of current and future City departments.

OFFICIAL STATUS OF THE EMPLOYEE HANDBOOK

The handbook shall be the official policy of the City of Clive and shall be observed by all employees and elected or appointed municipal officials.

This handbook shall apply to all City of Clive employees. However, whenever the policies, terms, conditions, or language of this handbook conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions, and language of the collective bargaining agreement or employment contract supersede those of this handbook.

The City Manager shall approve the department rules and regulations handbook. In the event of conflicting policies between handbooks, the City's Employee Handbook shall have precedence and be the controlling document. This handbook and its supplements shall remain in force unless amended by the City Council.

Authority – Distribution

The authority to approve personnel policy is vested with the City Council. The City Manager is responsible for recommending changes to the Mayor and City Council for approval. The City Council reserves the right to modify or abolish these policies, services, and benefits and reserves the right to adopt new policies, services, and benefits.

The City Manager is responsible for the day-to-day administration of the personnel program and has overall authority and responsibility to administer the City personnel policy.

The Employee Handbook provides department directors, supervisors, and employees with an essential personnel tool. It is designed to serve as a source of information that can be looked to with authority and completeness. Upon hire with the City, all full and part-time employees shall receive a personal copy of this handbook, and all other employees shall always have an electronic copy available. All employees must sign a form stating they have been asked to read the handbook, understand its contents, and agree to abide by its policies. The most current version of the Employee Handbook is available through Clive365, the City's Intranet site~~, and the City's benefits portal~~.

DEFINITIONS

For this handbook, the following words shall have the meaning indicated:

Affirmative Action – Those actions appropriate to ensure equal employment opportunity and to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

Anniversary Date - The date from which salary and leave benefits are calculated. For salary purposes, the anniversary date shall be calculated as follows:

A. For all employees, the salary review and adjustment anniversary date will be July 1st of each year. An employee promoted, transferred, or demoted to another position with the City shall have a revised salary, effective as of the date of the promotion, transfer, or demotion.

B. For leave purposes, the anniversary date shall be the date of initial regular employment. No credit shall be given for service as a temporary employee when determining an employee's anniversary date for determining leave.

Appointment - The offer of and acceptance of a position on a regular or temporary basis. An appointment may be withdrawn at any time, with or without cause.

City - The City of Clive, Iowa.

Civil Service – A merit-based employment system established pursuant to Iowa Code Chapter 400 that governs the hiring, promotion, discipline, and tenure of certain municipal employees, including police, firefighters, and other positions as provided by law or City ordinance. The system is designed to ensure employment decisions are based on merit, competitive examination, and objective qualifications rather than political affiliation or other non-job-related factors.

Compensation - The salary, wage, allowance, and all other forms of valuable consideration, earned by or paid to any employee because of service in any position, not including any allowance authorized and/or incurred incident to employment.

Compensatory Time-Off – Time off with pay to compensate employees for overtime worked. This time off may be taken at a time that is mutually acceptable to the employee and the employer.

Corrective Action - Imposition of certain personnel action (i.e.: warning, reprimand, suspension, demotion, termination, transfer) because of poor performance or personal misconduct with the intent to cause a change in future behavior &/or performance.

Demotion - The assignment of an employee to a position of employment requiring less

responsibility or skill and having a lower salary than the former position.

Department Director - An employee who oversees, gives counsel and direction for a department of the City, and evaluates the job performance of their staff.

Disability - A physical or mental impairment that substantially limits one or more major life activities; a record of such impairment; or perceived as having such an impairment. The City will provide reasonable accommodations to qualified individuals with disabilities unless doing so would impose an~~create an~~ undue hardship. ~~The physical or mental condition of a person that constitutes a handicap. It may or may not be related to such a person's ability to perform the essential duties of a particular job description without the City experiencing undue hardship in making necessary modifications to meet the needs of the individual.~~

Discharge - An employer-initiated termination/separation of an employee due either to layoff or termination/separation.

Emergency Personnel - Employees designated by the City whose primary duties involve the protection of life, property, and public safety, and who are required to respond to emergencies or critical incidents. This includes:

- Police officers
- Firefighter/EMTs, Firefighter/Paramedics (excluding Part-Time Fire Department Staff), Assistant Chiefs, Fire Marshal, and Fire Chief
- Public Works Director, Operations Administrator, Public Works Supervisors, Senior Operations Specialists and Operations Specialists
- Parks Manager, Parks Supervisors, Senior Operations Specialists and Operations Specialists

Emergency personnel are required to reside within a thirty-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, unless otherwise approved by the City Manager.

Employee - An employee is one who is hired for an unspecified term of employment, is paid wages and is issued a Form W-2 (Wage and Tax Statement) to reflect compensation paid. An employee may be employed on either a full-time or part-time basis.

Equal Employment Opportunity ~~–~~ To not allow any personnel decision or action to be unlawfully influenced in any manner by consideration of an ~~in any manner by consideration of an~~ individual's protected status, including race, creed, color, religion, sex, pregnancy, gender identity, sexual orientation, veteran status, national origin, age, ~~or~~ disability or any other protected bases.

Exempt - Exempt employees are those employees who are not subject to the Fair Labor Standards' Act provisions on minimum wages and overtime compensation. They are compensated on a fixed salary basis, regardless of the number of hours worked. The exemptions are based on job activities, responsibilities, and allowance for time off without reduction in pay. Exempt employees are not eligible for overtime pay or compensatory time.

Fringe Benefits - Employee compensation other than wages, such as, but not limited to, medical insurance, life insurance, holiday pay, vacation, sick leave, retirement, jury duty leave, emergency leave, military leave, bereavement leave, or deferred compensation.

Full-time Employee - An employee who is scheduled to work a minimum of forty hours per week with a minimum of 2,080 hours per year. Full-time equivalents are exempt from this full-time status.

Fire Lieutenants – Fire Department employees working 24-hour shifts, supervising a crew and overtime eligible.

Grievance - A dispute between the employer and the employee regarding the interpretation, application, or violation of any of the express terms and provisions of this handbook.

Immediate Family - Relatives including spouse, domestic partner, children, adopted children, stepchildren, individuals for whom the employee stands in the role of a parent, brothers, sisters, half-brothers, half-sisters, stepbrothers, stepsisters, father, mother, stepparents, parents-in-law, grandparents, grandchildren, and legal guardians. ~~Relatives including husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.~~

Job Description - A group of specific duties, tasks, and responsibilities grouped and assigned to a position or job classification to be performed by an employee.

Layoff/Reduction in Force - The separation of an employee from the City because of a reduction in workload or funds.

Leave - An approved absence from work as provided by these rules and policies (i.e., sick, vacation, and bereavement leave).

Management Personnel - Individuals who are responsible for overseeing and directing the work of others, including planning, organizing, and supervising employees to achieve goals. They play a crucial role in areas like recruitment, training, performance management, and ensuring compliance with labor laws.

Major Life Events – An event, such as, adoption, birth, and death which have significant impact on an employee.

Meal Break - An unpaid period, generally taken near the middle of the shift or workday. The department director, considering department needs, shall schedule lunch periods. Such periods will not be more than one hour or less than thirty minutes. Public Safety officers shall not be relieved during their break period from their responsibility to handle police, fire, or other emergency calls.

Municipal Officer - City Manager, City Clerk, Fire Chief, and Police Chief. These municipal officers are considered employees of the City and are governed by the Employee Handbook.

Non-emergency employee - An employee whose primary job duties do not involve emergency response or immediate public safety functions.~~a non-emergency employee is someone whose job duties do not primarily involve immediate emergency response or handling.~~

Non-exempt – Non-exempt employees are those employees who are not exempt under the Fair Labor Standards Act. Non-exempt employees shall be paid not less than one and one-half times such employee's rate of pay for each hour worked more than forty hours in a workweek. Police officers will only be remunerated for overtime hours if hours are beyond their normal shift. Full-time, non-salaried firefighters will be remunerated for overtime hours if beyond 212 hours in a 28-day cycle.

Part-Time Firefighter/EMT~~, and~~ Part-Time Firefighter/Paramedic and Part-Time Paramedic~~Medic~~ - ~~F~~A ~~f~~ire~~fighter~~ or medical personnel ~~who is~~ assigned to be on call at the fire station to ensure there are sufficient ~~personnel~~ staffing to answer emergency calls during designated time periods. ~~A~~ Part-Time Fire or ~~fighter/m~~M~~e~~dical employees may receive regular hourly pay for up to 53 hours per week for all F~~f~~ire D~~d~~epartment activities yet are~~is~~ not considered a full-time employee. Any time worked over 53 hours in a week will be considered overtime. ~~They~~Employees are ~~will be~~ eligible for IPERS (Iowa Employees' Retirement System) retirement benefits, and if averaging over 30 hours per week between April 1-March 31, healthcare coverage will become available beginning July 1.

Part-Time Employee - An employee who works less than thirty hours per week and is anticipated not to work beyond a six-month period.

~~a) **Benefit-Qualifying Part-Time Employees** – A benefit-qualifying part-time employee works a consistent schedule, typically 20 or more hours per week, and meets the minimum hour requirements set by the employer or law to receive some or all employment benefits, often on a prorated basis.~~

~~b) For purposes of this section, benefits shall mean bereavement leave, floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.~~

Regular Part-time Employees ~~:~~ An employee who is appointed to a ~~permanent~~ position, with no specified end date, and regularly works fewer than 30 hours per week.

- "Regular" refers to the nature of the appointment, not the number of hours. It means the position is ongoing, not temporary or seasonal.
- "Part-time" means the employee works less than full-time, but on a regular and scheduled basis.
- Eligibility for benefits varies depending on the number of hours worked. See Benefit-Qualifying Part-Time Employee.
- **Benefit-Qualifying Part-Time Employees** – A benefit-qualifying part-time employee works a consistent schedule, typically 20 or more hours per week, and meets the minimum hour requirements set by the employer or law to receive some or all

employment benefits, often on a prorated basis.

- For purposes of this section, benefits shall mean bereavement leave, floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

Probationary Period - A working test period lasting a minimum of six calendar months (police officers – nine months' probationary period from the date of hire or certification from the ILEA, whichever is the later of the two), beginning upon initial appointment or promotion. During this time, an employee is required to demonstrate their capability to perform the duties of the position to which they are appointed and harmoniously work with other staff. This period may be extended if deemed necessary by the City Manager. Any employee may be terminated at any time for any reason during probation, and the employee shall have no right of appeal. All employees of the City are employed "at will" and employment may be terminated at any time with or without cause. Civil Service statutes will govern police officers.

Promotion - The assignment of an employee, by the City Manager, to a position requiring greater responsibilities &/or skills than the former position.

Resignation - The action taken by an employee ending employment with the City. It will also be considered a voluntary resignation if an employee does not report for their scheduled hours three days/shifts consecutively without communication to their supervisor.

Rest Period - A paid fifteen-minute interruption of work for purposes of rest and safety during the first four hours of the work shift, and fifteen minutes of rest during the second four hours of the work shift.

Retirement - The separation of an employee from the service of the City who is eligible for and receives benefits from a recognized retirement system.

Seasonal Employee – An employee hired for a stated term of employment as determined by a specific job assignment/s examples include but are not limited to interns, aquatic staff, and seasonal park maintenance. Seasonal employees may work up to forty hours per week for a pre-determined period, normally six months or less. They are not entitled to the fringe benefits received by other employees. Seasonal employees are at-will employees, in that they can quit or be terminated from employment at any time without progressive discipline or cause.

Supervisor – A person who oversees and gives direction to their staff as authorized within the organizational chart.

Suspension – A temporary removal of an employee from duty with or without pay.

Transfer - The movement of an employee from one position, by the City Manager, to another that has the same salary range and level of responsibility.

Workday – An employee's scheduled daily hours of employment.

Workweek - ~~–~~An employee's schedule of work hours within an appointed week.

EQUAL EMPLOYMENT, HOSTILE WORK ENVIRONMENT

The Equal Employment Opportunity/Affirmative Action Policy Plan of the City of Clive is in accordance with the rules, regulations, and guidelines set forth by federal, state, and local laws. The policy provides for the implementation of the City's policy as it relates to equal employment opportunity and establishes the goal of equal opportunity for individuals regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law, with respect to the terms, benefits, and conditions of employment.

It is the policy of the government of the City of Clive to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the disabled; and to administer its programs in a manner which does not discriminate against any employee, applicant for employment, or any program beneficiary.

The City is committed to providing equal employment opportunity and prohibits discrimination in all personnel decisions and employment actions based on an individual's protected status, including but not limited to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law. ~~The City prohibits discrimination in its employment.~~ Any person who feels that they have been denied employment opportunities or benefits because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnan~~t workers~~cy (including childbirth and related medical conditions), genetic information, veteran status, martial status, or any other protected class status, has the right to contact the reporting hotline at (866) 912-5378 or by visiting www.eidebailly.com/hotline.

The City has the ultimate responsibility for the overall administration of the Equal Employment Opportunity/Affirmative Action Policy. This includes responsibility for integrating equal opportunity into all parts of personnel and program management; reviewing all policies and procedures as they affect equal opportunity and affirmative action; and ensuring compliance with relevant federal and state statutes.

Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from City employment as deemed appropriate.

It is the policy of the City of Clive to provide all employees with a work environment free of any form of discrimination or harassment. Under this policy, it is considered as misconduct for an employee or individual to engage in unwelcome sexual advances, requests for sexual favors,

verbal or physical conduct of a sexual nature, or any other conduct that might be construed as a racial, sexual, ethnic, or religious slur. Persons committing such misconduct will be subject to immediate, appropriate, and effective corrective action reasonably calculated to end the harassment.

~~Any employee~~Employees who believe~~s he or she has~~ they have been discriminated against or ha~~ves~~ been the victim of a hostile work environment, should report the discrimination or harassment to their supervisor, department director, or the City Manager and be willing to give specific names, events, dates, times, and places where the discrimination or hostile work environment occurred. Any supervisor or department director notified of such behavior will immediately notify the City Manager. Any questions regarding the City of Clive's policy, state or federal law, or complaints regarding any form of harassment should be addressed to the City Manager. For the mutual protection of all, every harassment claim filed must be filed in good faith. A bad faith claim has no other purpose than to harass or cause another person pain. Any employee, applicant, or program beneficiary who files a false or bad faith claim of harassment shall be subject to immediate, appropriate, and effective corrective action. The City of Clive will not tolerate retaliation against any employee who complains about discrimination or harassment under this policy, participates in an investigation under this policy, registers opposition to a discriminatory or harassing situation, or files a complaint alleging discrimination or harassment.

EMPLOYMENT OPPORTUNITY

It is the policy of the City of Clive to provide equal opportunity in employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law.~~race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability.~~

State or federal law shall take precedent over this policy handbook if a conflict between municipal and state or federal law occurs. Ordinances of the City shall supersede this policy handbook if a conflict occurs. Nothing in these policies and procedures shall be construed to interfere with or supersede civil service rules and procedures that govern police officers.

Any applicant who knowingly pr~~esenting a~~ovides false statement~~s~~ of material fact~~s~~, or attempt~~sing~~ deception or fraud during the application or hiring process may be disqualified ~~in t~~from consideration for employment, or if already hired when the falsehood is discovered, may be discharged. ~~and may be subject to penalties under applicable law. heir application, shall be rejected for the position for which they are applying.~~

EMPLOYMENT AND COMPENSATION

1.1 CLASSIFICATION OF EMPLOYMENT

All employees shall be recommended by the appropriate department director/human

resources and hired at the discretion of the City Manager, except for the City Clerk and the City Attorney. The City Clerk is recommended by the City Manager and appointed by the City Council. The Council shall appoint by majority vote a City attorney and assistants to serve at the discretion of the Council. The City attorney and assistants shall receive such compensation as established by resolution of the Council.

Classification Categories: All employees, exempt or non-exempt, at the time of hiring will be advised of their classification into one of the following categories: Full-Time, Part-Time, and Seasonal.

An employee's classification, working hours, and benefits depend on the job requirements of the employee's job and whether the employee is a regular or seasonal employee, full-time or part-time, or an exempt or non-exempt employee. If an employee is promoted, transferred, or demoted, their classification, working hours, and benefits may change.

The City classification plan shall consist of classifications and titles as approved and adopted by the City Council. The City Manager shall be responsible for administering and updating the plan and making assignments to appropriate classifications based upon an individual's duties and responsibilities.

Newly appointed employees will normally be hired at the minimum entry pay level approved annually for each position. Appointments may be made above the minimum pay level based upon the individual's qualifications, experience, approval of the City Manager, and subject to council approval.

Pay levels and classifications are established for positions within the City. The minimum pay levels established are subject to update upon recommendation by the City Manager and approval by the City Council. The recommended salary and wage increase generally will be submitted to the City Council for approval within sixty days prior to implementation of the new fiscal budget period beginning July 1 of each year. Pay periods are bi-~~weekly~~weekly, totaling 26 pay periods per year. To determine gross bi-weekly pay, divide the annual wage by 26.

1.2 NON-EXEMPT STAFF

Full-time salaries and wages for these positions will generally be computed on a basis of forty hours per week or a total of 2,080 hours per work year. Overtime hours will be computed on a basis of eight (8) hours worked in a workday. Overtime hours will be computed based on regular hourly wage plus one-half the regular hourly wage which may include longevity and education pay if applicable. The workday includes hours worked. All paid leave shall count as time worked for the purposes of computing overtime.

1.3 ~~SNOW SEASON~~INCLEMENT WEATHER FOR ON-CALL EMPLOYEES

Each year during the designated snow season, November 1 through March 31, Operations Specialists, Senior Operations Specialists and Supervisors in the Public Works and Parks Departments are required to participate in rotating on-call assignments for snow and ice operations. ~~Operations Specialists will be assigned to rotating o~~

On-call shifts will. T typically, each shift will consist of seven consecutive days, beginning on Monday at the start of the business day and continuing through the following Monday at the start of the business day. Employees Parks Supervisors, Parks Senior Operations Specialists, Parks Operations Specialists, Public Works Supervisors, Public Works Senior Operations Specialists, and Public Works Operations Specialists will remain on-call for the duration of their assigned to an on-call shift are expected to remain available and responsive for duty for the duration of the assignment shift unless approved otherwise by supervisioncalled out for duty.

If Operations Specialistsemployees are called out during their assigned shift, they will be relieved of on-call status upon reporting for duty, and the next scheduled group will assume on-call responsibilities. The newly assigned group will then remain on-call until they are called out or until the end of their assigned shift, which normally concludes the following Monday at the start of the business day.

In situations where Operations Specialists employees are called out after midnight on a Saturday, the next scheduled on-call group will remain on-call until they are called out or until the start of the business day on the second Monday following the beginning of their shift.

Employees assigned to on-call duty must remain accessible and available to respond at all times. When away from home, employees must carry a cellular phone or City-issued radio. Radios required for this purpose will be provided by the City. Employees may choose to use personal cell phones or similar devices at their own expense.

When there is a threat of inclement weather, defined as any forecast indicating potential snow or ice accumulation or refreezing conditions, employees on-call must remain within a 30-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, to ensure timely response. When no such threat exists, employees on-call are not subject to geographic or time restrictions, provided they remain accessible. Failure to remain accessible or to report to work when called in may result in disciplinary action, up to and including termination.

During emergency operations, employees directed to leave work after at least 12 consecutive hours of work, or directed to leave and return later due to emergency operations, will receive up to eight (8) hours of paid rest time at their regular rate of pay.employees may be directed to return home and rest after 12 hours of continuous work. Employees may be called back to duty after a minimum of 8 hours off. Employees who are directed to go home after working at least 12 consecutive hours, or who are directed to leave and return later due to emergency operations, must remain off work for 8 hours minimum and will be compensated for such at their regular rate.

Employees may request to be “Not Available for Call-Out” (NA) during the snow season, subject to departmental approval and operational needs. Requests should be submitted in advance via the timesheet system and will be reviewed based on staffing needs and service expectations. Departments may establish specific procedures, operational requirements, scheduling practices, limitations, and approval processes related to on-call responsibilities and Not

Available (NA) status, consistent with departmental operational needs and service expectations.

Time spent on-call is not considered hours worked and is not compensable. Employees will be compensated in accordance with City policy for all time worked when called out for duty.
~~Each year during the designated snow season December 1-March 15, the public works and parks department operations specialists and supervisors will be required to be on-call for snow and ice on a regular basis. Operations specialists will be assigned to rotating shifts for on-call purposes. Normally, the operations specialists will be scheduled to be on-call for seven consecutive days beginning on Mondays at the start of the business day and continuing through the following Monday at the start of the business day. If the operations specialists who are on-call are called out for duty during their seven-day shift, they will be relieved from their on-call status and the next group of operations specialists will be on-call. The operations specialists remain on–call until they are either called out for duty or until they complete the shift in which they are currently assigned, which would normally end the following Monday at the start of the business day. In situations, however, where the operations specialists who are on-call are called out for duty after midnight on a Saturday, the next shift of operations specialists who are now on-call will remain on-call until they are called out for duty or until the start of the business day of the second Monday following the beginning of their shift.~~

~~Operations specialists who are on-call must always carry a cellular phone or radio with them when they are not at home. The radios to be used for this purpose will be furnished by the City. Operations specialists may also use personal cell phones or pagers for call-out purposes at their own expense. When there is a threat of inclement weather (meaning a forecast of any threat of snow and/or ice accumulation or possible re-freeze conditions), the operations specialists who are on-call must remain within a 30 miles radius of City Hall, 1900 NW 114th Street, Clive, IA so they are available to respond to calls. When no threat of inclement weather exists, operations specialists who are on call are under no geographic or time restrictions so long as they are accessible by radio, phone, pager, or otherwise, in case of an emergency. Failing to be accessible while on-call, within the guidelines set forth in this policy, will be considered a violation of this policy and may subject the operations specialist to discipline.~~

~~During emergency operations, employees may be directed to go home and rest after 12 hours of continuous work. Employees may be called back after 8 hours off. Employees directed to go home after a minimum of 12 hours of continuous work or directed to go home to return later due to emergency work only, will be paid for their normal 8-hour workday.~~

~~During the designated snow season, public works and parks employees may request to be "not available for call-out" during snow removal operations within any 24-hour period, 7 days a week. The department director will determine the number of operation specialists that may be "not available" at any given time. Notice must be given within three working days of the time requested and must be approved by the appropriate department director or supervisor. Time spent on-call is not considered hours worked and will not be paid time. Operations specialists will be paid for any time they are called out for duty.~~

1.4 FIRE LIEUTENANTS

Hours of Work

A normal shift for an employee shall consist of twenty-four (24) hours' paid time starting at times established by the Fire Chief. The normal schedule of work will be: twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. Full-time personnel will be assigned to one of three rotating 24-hour shifts (A, B or C). The start of all shifts will be at 0600, and all full-time employees are expected to be clocked in and in uniform prior to that time. Full-time personnel are strongly encouraged to arrive early for their scheduled shift to ensure a proper transition between the two shifts. Assuming proper coverage, off-going personnel will be relieved at shift change unless they are held over from an ongoing emergency call for service, completion of an incident report or restocking of an ambulance. Off-going personnel may not leave the fire station until they have been properly relieved by personnel (either full-time or part-time) who maintain our staffing level.

Hours Worked Annually

Number of hours worked per year = 365 days/3 shift groups = 121.666 shifts scheduled per employee X 24 hours per shift = 2,920 hours.

Hourly Rate - Annual wage base/2756 hours.

Work Period

In accordance with Section 7(k) of the Fair Labor Standards Act (FLSA), the work period for Twenty-Four (24) Hour Fire Personnel shall consist of twenty-eight (28) days. The work period begins on a Sunday and ends on a Saturday.

During unscheduled hours, employees may respond to any request for extra emergency assistance.

1.5 SALARIED EMPLOYEES

Salaried employees receive bi-weekly compensation based upon the required hours necessary to perform the duties of the position held, not based on hours worked. As exempt employees, they are not eligible for overtime. Bi-weekly payroll checks shall be computed so 26 equal payments are made to the individual annually as approved by the City Council upon recommendation of the City Manager. In the event the salary must be prorated, the pro-rata computation shall be based upon a per-day basis using a five-day workweek as the standard.

1.6 PAYROLL AND PAY PERIODS

Payroll checks will be electronically deposited by the Administrative Services' office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Finance Manager no later than Monday immediately preceding Friday's payroll check issuance.

1.7 SALARY SCHEDULE

To carry out a policy of equity regarding compensation and work, as well as to provide a systematic means for dealing with personnel matters, a salary schedule is established, will be

reviewed, and approved annually by the City Council.

1.8 RATES OF PAY
The City Council shall annually establish the minimum entry-level rate of pay (salary scale) for each position. Such salary scales will be determined by considering: the duties, responsibilities, and requirements for each position; the prevailing rates of pay (including indirect pay for fringe benefits) for similar work within the City's recruitment area for that position; cost of living adjustment; and the City's ability to pay such wages.

1.9 SALARY ADJUSTMENTS
The City Council shall annually review and determine the percentage salary increase for employees. The City Manager shall be responsible for administering job evaluations and salary adjustments.

The salary to be paid shall be determined annually through the evaluation of each employee's job performance by appropriate supervisory personnel review, and recommendation by the employee's department director. Evaluations are to be completed each year by approximately May 31st. All salary adjustments shall be limited by such amounts and/or percentages as may be determined by the City Council. The employees will receive a raise percentage based upon their current compensation compared to the market scale and score received on the most recent performance evaluation as approved by the City Council through a pay plan matrix for compensation. Increases will be effective at the start of the pay period, which includes July 1st. All pay increases must be approved by the City Manager and the City Council.

1.10 TOTAL REMUNERATION
Any salary rate established for an employee shall be the total remuneration for the employee, but not to be construed as including overtime, group medical insurance benefits, life insurance, pension, or reimbursement of uniforms and official travel. Except as otherwise provided, no employees shall receive pay from the City in addition to the salary authorized for services rendered by ~~him/her~~the employee, either in the discharge of ordinary duties or any additional duties which may be imposed upon the employees, or which they may undertake or volunteer to perform. Under no circumstances may City services be extended by employees in exchange for special rewards, gifts, or other remuneration from someone else, including tips.

1.11 TEMPORARY PAY INCREASE
If an employee's duties are expanded temporarily, the City Manager may grant an increase in pay to the employee during the time the employee is responsible for the additional duties.

1.12 PAYROLL
Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Accounting Specialist no later than Monday immediately preceding Friday's payroll check issuance. If not, the hours will be carried over to the next scheduled pay period. When payroll checks are issued every other week, every eleventh or twelfth year there is a 27th payroll. In the event of the 27th payroll, salaried

exempt employees will receive a normal paycheck as well as hourly non-exempt employees who receive pay for hours worked.

Other Types of Taxable Income – In accordance with the IRS Fringe Benefit Guide and the City of Clive Taxable Fringe Benefit Policy (effective 1/1/2016), the City is required to tax employees on certain types of payments. For example: on the spot awards such as gift cards, wellness incentive, some uniforms/clothing, some meals under certain circumstances, and other items as defined by the IRS. The IRS allows the City to accumulate and tax these items once per year for any twelve-month period. These items are paid throughout the year in gross amounts, particularly for uniforms/clothing and meals. Once per year, as allowed by the IRS, these amounts will appear on the employee's pay stub under the category of "tax fringe".

1.13 NEW APPOINTMENTS

Upon initial appointment to the position, the employee will receive the minimum salary for the position, unless the individual selected possesses sufficient qualifications and experience relevant to the position in which case the City Manager may recommend a higher salary.

1.14 THE "WORKDAY"

Department directors shall establish, with the approval of the City Manager, the working schedules for their departments. For all regular employees, a normal workweek shall begin at 12:01 a.m. on Sunday and end Saturday at midnight. Exceptions will be made for services that are on continual call. Established work hours are not ~~a guarantee~~guaranteed for the hours specified. It is an essential job function for all staff to have regular attendance.

1.15 WORK SCHEDULE

Due to the diverse services provided by the City (24 hours-a-day, 7 days-a-week), the hours of work will be determined by employees' managers or supervisors based on the statuses of employees and their abilities to ensure quality service to the public and efficient operation of the departments.

All employees are expected to observe the hours set within your department and/or your position. However, alternatives to the work schedule may be approved. An alternative schedule may include: 1) Giving alternative days off during a week other than the typical Saturday and Sunday, 2) Working a schedule other than an eight-hour day, or 3) Starting and ending the workday or taking shorter lunch breaks than is typical in your area. Any special arrangement from the traditional schedule needs to be agreed to by your immediate supervisor, Department Director, and City Manager. Foremost in the decision to change an hourly employee's schedule will be the ability to meet operational requirements and customer service needs.

Unless otherwise authorized by the City Manager, the following work schedules and office hours shall be generally adhered to:

Administration	**8:00 a.m. to 4:30 p.m.**
Community Development	**8:00 a.m. to 4:30 p.m.**
Fire/Rescue	**8:00 a.m. to 4:30~~5:00~~ p.m.**
Library	**9 a.m. to 8 p.m. M-Th, 9 a.m. to 6 p.m. F, 9 a.m. to**

	5 p.m. Sat, 1 to 5 p.m. Sun
Parks/Recreation	**8:00 a.m. to 4:30 p.m. (office)**
	7:3030 a.m. to 4:004:00 p.m. (maintenance shop)
	6:30 a.m. to 3:00 p.m. (maintenance shop summer hours)
Police Department	**8:00 a.m. to 4:305:00 p.m.**
Public Works	**7:00 a.m. to 3:30 p.m.**
	6:30 a.m. to 3:00 p.m. (summer hours)

If, due to an emergency or weekend duty, a full-time employee is called to work during traditionally off-work hours, the employee will be paid for a minimum of two hours of work. If this emergency call lasts longer than two hours, regular pay policies apply. If an additional call-out is required within the same two-hour period, additional time will not be paid except for that worked more than the two-hour minimum. If an additional call-out occurs after the initial two-hour period, an additional two-hour period begins again.

1.16 RETENTION INCENTIVE PROGRAM

This program demonstrates an investment in the full-time long-term employee and saves the City the expense of recruiting and training new employees. The employee will be given the awarded amount as an hourly rate increase of: one-time awards of:

Years of Service	*One-time Awarded Amounts*	*Hourly Rate Increase Conversion*
5 years	*$250*	
5-910 years	*$500*	*$0.0480*
10-145 years	*$750*	*$0.0721*
15-1920 years	*$1000*	*$0.0962*
20-245 years	*$1500*	*$0.1442*
25-2930 years	*$2000*	*$0.1923*
30-35 years	*$2500*	*$0.2404*

Incentives will be paid during the pay period in which their anniversary falls for employees reaching the outlined years of service during that calendar year and who are still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive when the benefit is received.The pay increase will be implemented during the pay period in which the employee's anniversary falls when reaching incremental years of service and is still employed by the City of Clive.

Employees who reach five (5) years of service will receive a one-time lump-sum payment during the pay period that includes their service anniversary date.

Employees who reach a service milestone and are still employed by the City of Clive will receive the applicable hourly pay increase during the pay period that includes their service anniversary date.

Starting one day after the five (5) years of service, the lump-sum service award previously paid for service milestones will be eliminated. Instead, the value of the former lump-sum award will be incorporated into the employee's hourly rate of pay, starting at the five-year service milestone and continuing through subsequent eligible service anniversaries.
The value of these incentives is taxable and will be included as income in accordance with IRS requirements.

Over the term of five (5) incremental years of service, the total longevity amount will equal the awarded amount in the second column.

Police sergeant retention incentive will follow the same schedule as outlined in the respective bargaining agreement for those employees they manage. Police Sergeants will be given the awarded amount as an hourly increase of: ~~Note: the incentive is granted once every five years.~~

Years of Service	***Awarded Amounts***	***Hourly Rate Increase Conversion***
10 years	$500	$0.2524
11 years	$525	$0.2644
12 years	$550	$0.2764
13 years	$575	$0.2885
14 years	$600	$0.3005
15 years	$625	$0.3125
16 years	$650	$0.3245
17 years	$675	$0.3365
18 years	$700	$0.3486
19 years	$725	$0.5889
20 years	$1225	$0.6010
21 years	$1250	$0.6130
22 years	$1275	$0.6250
23 years	$1300	$0.6370
24 years	$1325	$0.6490
25 years	$1350	$0.6611
26 years	$1375	$0.6731
27 years	$1400	$0.6851
28 years	$1425	$0.6971
29 years	$1450	$0.7091

1.17 CALL-IN PAY/OVERTIME

Nonexempt employees are not permitted to work more than their regularly scheduled hours without their supervisor's advance approval. All overtime hours worked must be reported by the employee and recorded by the employee in the timekeeping system. Employees must be compensated for time actually worked beyond the employee's prescribed threshold number of hours in a week, including job-related activities (which benefit the City) performed during an employee's "off-the-clock" time, such as: taking work home, working through lunch, working before or after regular shifts, taking care of work-related equipment, job-related "volunteer" work, or making/receiving job-related telephone calls, text messages, emails, or other forms of

communication at home, on mobile devises, or by other means, etc. Working overtime, including in the above-listed situations, without prior supervisor authorization; failing to work scheduled overtime; or failing to report overtime hours may result in disciplinary action, up to and including termination.

Nonexempt employees who are asked to engage in compensable job-related activities, from outside of their usual workplace via electronic means, i.e., answering email, text messaging, conducting phone communications, etc., outside of their normal working hours, will be paid for the actual time spent, or at least a minimum of 15 minutes of work. Nonexempt employees who are asked to physically report to work outside of their normal working hours will be paid for a minimum of two hours of work unless the overtime is contiguous with the employee's normal workday hours. Any employee who is called in to work less than two hours before the start of their normal workday or requested to stay after work will be paid for those overtime hours of actual work only, with no minimum.

Listed below are two examples, using the employee's normal workday beginning at 8:00 a.m.:

Example One: Employee is asked to report to work at 7:00 a.m. Employees will be paid for one hour of overtime work (7:00 a.m. to 8:00 a.m. = 1-hour overtime.)

Example Two: Employee is asked to report to work at 5:00 a.m. Employees work until 6:00 a.m. Employees will be paid for two hours of overtime work (5:00 a.m. to 6:00 a.m. = two hours of overtime work per policy because the call-in occurred more than two hours before the normal working hours.)

Non-exempt employees receive various wage supplements in addition to their base wages. Under the FLSA, any money received by an employee "for work" is part of the employee's regular rate of pay. Wage supplements are considered compensation for work and are factored into the regular rate and overtime calculated accordingly.

Union (PD) – overtime rate is calculated on base salary + shift, longevity, and education pay. Union (Fire) and Non-Union – overtime rate is calculated on base salary + education and longevity pay.

These calculations are adjusted as applicable July 1st each year per the rules and regulations outlined by the Fair Labor Standards Act (FLSA).

1.18 COMPENSATORY TIME

Full-time, non-exempt employees may accumulate and use compensatory time. The maximum compensatory hours to be saved at any time will be ~~forty~~ sixty-four (64) hours (42.67~~26.67~~ hours worked). Employees may accumulate hours, use hours as time off, and accumulate more compensatory time if the balance of hours accumulated remains at or below sixty-four (64)~~forty~~ hours. Any overtime hours will be paid as time and one-half if sixty-four (64) ~~forty~~ hours are already saved. Any compensatory hours must be used as time off, unless the employee is terminated, retires, or quits. In that case, the hours of compensatory time will be paid at the current rate of pay. At the employee's anniversary date, a maximum of sixty-four (64) ~~40~~ hours

of combined compensatory time and vacation time may be rolled over.

At the Fire Lieutenant's anniversary date, a maximum of eighty (~~180~~20) hours of combined compensatory and vacation time may be rolled over. At the Police Sergeant's anniversary date, sixty-four (64~~0~~) hours of compensatory time may be rolled over.

1.19 CALL-IN PAY FOR BOOKING PERSONNEL

Full-time City employees who also serve as booking personnel will be paid at their regular overtime salary rate. A minimum of two hours will be paid for each call outside of normal work hours. The two-hour minimum will not apply for booking personnel assignments that extend beyond the normal workday or for scheduled training. In those instances, the overtime rate will apply for actual time spent beyond normal work hours and the actual training time.

1.20 ATTENDANCE AT MEETINGS

Any City employee other than the City Manager, Assistant City Manager, department directors, or other salaried employees whose presence is required at a meeting of the City Council or any board, commission, or committee of the City which occurs outside of regular working hours, shall be reimbursed a minimum of two hours of work, for time spent at such meeting/s at a rate equal to one and one-half of their regular hourly rate.

LEAVE BENEFITS

2.1 HOLIDAYS

All full-time employees shall be entitled to the following holidays with pay:

New Year's Day	**Thanksgiving Day**
Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**
Labor Day	**Four Floating Holidays ***

*The four floating holidays, equaling 32 hours, will be applied to the employee's accrued time on July 1st of each fiscal year. New hires will receive 2.67 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire. Floating holidays may be taken in four (4)-hour increments at a mutually agreed-upon time, with sufficient notice provided to the Department Director. If an employee's remaining balance is less than four (4) hours, the employee may use the remaining balance. ~~Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director.~~ Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.

During snow and ice season, November 1 to March 31~~December 1-March 15~~, staff who are required to be on-call during a national holiday will receive a $1.00 per hour on-call pay for the actual day of the holiday only, which is not necessarily the same day as when the City is taking the holiday.

All staff required to work on a City holiday occurring during the work week shall receive double-time pay **and** an equivalent amount of time off. Example: an employee works 8 hours on a holiday. Employees will receive 8 hours double-time pay **and** 8 hours off. An employee will only be paid double-time pay for those hours worked on the holiday. Example: Employee works 5 hours on a holiday. Employees will receive 5 hours double-time pay, 3 hours holiday pay, **and** 5 hours off. If an employee works over 8 hours on a City holiday, the employee will receive triple-time pay for time worked over 8 hours but will not receive any additional time off. Holiday time off must be used by the end of the fiscal year of June 30.

As a condition for receiving double-time for the holidays, the employee must not have used any sick leave on either the scheduled day of work preceding or following the holiday. Double-time pay must be granted if a doctor's excuse is presented, should one of those days be missed due to illness. If a doctor's excuse is not provided, the overtime will be paid at a rate of time and a half. Pre-approved vacation used the preceding or following day of the holiday worked will not negate the additional pay for working the holiday.

Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

When a holiday enumerated in this section falls on Sunday, the following Monday shall be observed. When a holiday enumerated falls on Saturday, the preceding Friday shall be observed.

If a holiday falls on an employee's regularly scheduled time off, they shall be entitled to a day off in compensation.

Clarification of the above for employees receiving Saturday and Sunday as their normal day off and the holiday falls on a Saturday or Sunday:

An employee who has a regular scheduled day off on Saturday or Sunday shall receive a City holiday of either Friday or Monday as set by the City Manager. This shall become their paid holiday.

A. If an employee is called out to work on the National holiday – employee will be paid double time only since their ~~City~~city holiday is either Friday or Monday. Their ~~City~~city h~~H~~oliday was not interrupted so they received their holiday off.

B. If an employee is called out on a ~~City~~city-designated holiday, the City will pay 1.5 times the normal wage rate, plus receive time off equal to the amount of time they were called in for the interruption of their ~~City~~city holiday.

Fire Personnel
The following holidays are recognized for Twenty-Four (24) Hour Fire Personnel:

New Year's Day **Thanksgiving Day**

Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**
Labor Day	

The day the national holiday falls shall be observed as a holiday. ~~-~~As an example, the New Year's Day holiday will be the 24-hour shift starting at shift change in January. Lieutenants will be expected to work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. ~~-~~If a fire lieutenant ~~works~~works on a national holiday, they may elect to be paid 24 hours or bank 24 hours of holiday time in addition to regular pay for all recognized holiday hours worked. Additionally, they receive twelve (12) hours of Holiday Time for recognized national holidays that are not worked.

Floating Holidays for Fire Personnel

Two floating holidays (48-hours of floating holiday time) will be applied to Fire Lieutenants accrued time on July 1 of each year. Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director. Floating holidays must be used on or before June 30th of each year.

Floating Holidays for Police Personnel

Police Sergeants will be allowed to rollover forty (40) hours of holiday time into the next fiscal year. ~~-~~The ~~carried over~~carried-over holiday time must be used within 60 days of July 1st.

2.2 VACATION LEAVE

Vacation leave is a means whereby an employee may accumulate leave time on an earned, annual basis. ~~-~~All full-time employees will receive vacation leave as follows:

Years of Consecutive Service Days of Annual Leave Accrual

*Years of Consecutive Service Days**	*Days of Annual Leave Accrual*	*Hours of Annual Leave Accrual*
90 days~~6 months & probation release~~	*10~~5~~*	*80~~40~~*
1 year	*10*	*80*
3 years	*13*	*104*
5 years	*15*	*120*
10 years	*20*	*160*
16 years	*21*	*168*
17 years	*22*	*176*
18 years	*23*	*184*
19 years	*24*	*192*
20 years	*25*	*200*

*one day of leave = 8 hours

The following policies and procedures pertain to vacation benefits:

Effective July 1, 2026, ~~A~~after completion of ~~the six-month~~ninety (90) days of consecutive employment~~, probation period,~~ each new hire will receive eighty (80) ~~40~~ hours of vacation, or 48 hours for Fire Lieutenants. Any employees hired prior to July 1, 2026, who have completed ninety (90) days of consecutive employment but have not yet completed six (6) months of employment as of the effective date, will receive this initial vacation allotment upon implementation of the policy.

Employees who have completed six (6) months of employment but are still within their first year as of July 1, 2026, will receive an additional forty (40) hours of vacation leave, for a total of eighty (80) hours during their first year of employment. If vacation hours are not used prior to anniversary end, only the amount indicate for carryover in this policy will be allowed to transfer.

~~-~~If an employee ~~quits~~ resigns or is terminated for any reason before the employee's one-year anniversary there is no payout of unused vacation.

Commented [AA1]: Mary to review. Is this okay?

Commented [AA2R1]: Mary approved.

Departments will schedule vacation leave regarding the department's operating requirements and responsibilities, and as possible, at the request of the employees. Vacation should be requested as early as possible prior to the time vacation is desired. In the event a municipal holiday occurs during an employee's scheduled vacation, such holiday shall not be charged as vacation leave.

Time lost due to occupational accident or disease will be considered as time worked.

Vacation money may not be paid to employees who work in lieu of their vacation unless recommended by the City Manager and approved by the City Council.

If an employee becomes ill while on vacation, the employee may, upon advising and receiving permission from their supervisor, change the time ill to sick leave instead of vacation.

Any full-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for vacation leave earned and unused to the date of their termination.

Employees not covered by a collective bargaining agreement may be allowed to carry over a maximum of sixty-four (64)~~40~~ hours of vacation and compensatory time combined beyond their anniversary date. All other vacation leave time must be used on or prior to ~~an employee's anniversary date.~~the pay period ~~where~~when the anniversary date falls, unless otherwise specified for Police Sergeants or Fire Lieutenants. ~~-~~All hours beyond the allowed carry-over will be forfeited. Vacation leave accruals will appear on an employee's pay stub for the pay period in which their anniversary occurs.

~~At the Fire Lieutenant's anniversary date, 120 hours of combined compensatory and vacation~~

~~time may be rolled over.~~

Prior Municipal Government Service

After five (5) years of satisfactory or above service to the City of Clive, department directors will be recognized for their prior municipal government service. The director will be given 50% credit of previous public service plus the years of service in their current position for the combined years of service to be used for the vacation leave. For example, Sue Smith Director of Leisure Services has completed her fifth year of service for the City of Clive plus she receives 50% credit for the 20 years worked for Anytown, USA. Her new vacation leave calculation in year six would be twenty days.

Vacation for Police Sergeants & Fire Lieutenants

Police Sergeants and Fire Lieutenants are non-union employees; however, their vacation accrual, usage, and carryover provisions are aligned with the respective Police and Fire collective bargaining agreement guidelines, as determined by the City.

At the Fire Lieutenant's anniversary date, 120 hours of combined compensatory and vacation time may be rolled over.

Fire Lieutenants will accumulate annual leave/vacation time per the following schedule:

Years of Consecutive Service	*Hours of Annual Leave Accrual*
6 months & probationary release	*48*
1-4	*120*
5-9	*168*
10-11	*192*
12	*216*
13-15	*240*
16	*240*
17	*240*
18	*240*
19	*264*
20	*288*

2.3 MERIT VACATION

Department directors and the Assistant City Manager will be granted three (3) administrative leave days annually, each July 1. They are for use by the department director, or they may offer all or a portion of it to staff members as an incentive. The department director or staff must use Merit Vacation leave on or by June 30 each year. It is payable at the time of separation from the City of Clive.

2.4 SICK LEAVE

Full-time employees shall earn sick leave at the rate of one day per month for a total of twelve working days per year. Each employee, upon hiring, shall receive six days of sick leave automatically. Fire Lieutenants shall earn sick leave at the rate of 12 hours per month (or 6

days per year) for a total of 144 hours per year. Upon hiring, Fire Lieutenants shall receive 72 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave. Benefit qualifying part-time employees, not including ~~12-24 hour~~12–24-hour shift employees, so long as the leave is during their regularly scheduled workday, shall be granted sick leave and shall accrue sick leave according to the guidelines detailed in section 3.18.

No payment of accrued and unused sick leave shall be made upon separation from City employment, except in the case of retirement of a full-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 360 hours of payback, shall be made to the retiring full-time employee.

Example 1: Full-time employee retires with 800 hours of accrued sick leave. 50% of 800 hours (400 hours) exceeds the eligible limit of 360 hours. This employee will receive payback on the first 360 hours of the accrued leave.

Example 2: Full-time employee retires with 500 hours of accrued sick leave. 50% of 500 hours (250 hours) is under the 360-hour threshold, so the employee will receive payback on 250 hours of accrued sick leave.

If an employee is eligible to receive disability benefits for non-work-related illness or injury under the City's long-term disability policy, sick leave shall not be paid to an employee while receiving such benefits.

For absences of three or more consecutive days, a doctor's signature may be required before the employee may resume work. Additionally, the employee's supervisor must inform the Human Resources Manager when an employee is out on sick leave for three or more consecutive days to follow the Family and Medical Leave of Absence section of this handbook (Section 2.9).

Sick leave shall not be used as vacation.

At the discretion of a department director, any employee ~~absents~~absent from work because of a claimed illness on a scheduled workday immediately before or immediately after normal days off, holidays or vacation days, may be required to supply a doctor's certification of illness for the absent workday/s before becoming eligible for sick leave pay for the absent workday/s.

Disabilities caused or contributed to by pregnancy and recovery therefrom shall be covered by accumulated sick leave.

In case of absence due to illness or emergency, the department director should be notified as soon as possible.

For purposes of computing hours worked, planned/approved leave will count as time worked.

If an employee's sickness or disability extends beyond the employee's accrued sick, vacation leave, and accrued compensatory time, the City Manager may grant an unpaid leave of

absence. Such leave must conform to the ~~unpaid~~ leave of absence policy.

No employee shall be entitled to sick leave while absent from duty due to the following causes. Sickness or disability sustained while on a leave of absence without pay, unless it can be shown that the condition existed prior to the leave of absence.

Employees wishing to receive leave from other employees need to submit a "Request to Receive Transferred Sick Leave" form to receive transferred leave from their department and others. The request is recommended for approval or denial by the employee's department director and the City Manager. All personal time, including vacation, ~~comp~~compensatory time, and holidays, and Major Life Event Leave (MLE), must be exhausted prior to requesting donated sick leave. ~~-~~Donated leave can only be used for personal illness and not for family illness. During the time an employee is using donated leave, the City's matching contribution to that employee's deferred compensation program will not continue while the employee is receiving donated leave.

Employees who wish to voluntarily donate sick leave may do so in four-hour increments using the "Request to Donate Sick Leave" form. ~~-~~Any individual employee may transfer up to a maximum of 24 hours of sick leave in a calendar year.

At the end of the absence, any remaining transferred leave will be transferred back to the employees who donated it on a prorated basis, rounding to the nearest ½ hour.

The maximum amount of transferred leave cannot exceed the number of days until the employee is eligible for long-term disability (LTD) benefits.

At the discretion of the City Manager, non-emergency employees (i.e., employees other than police officers, firefighters/paramedics/EMT, and snow removal staff) may be excused from reporting to work due to inclement weather. When appropriate and feasible, temporary remote work arrangements may be approved at the discretion of the Department Director or City Manager. ~~At the City Manager's discretion, non-emergency employees (such as employees other than police officers, firefighters/medics, and snow removal staff) may be excused from work due to inclement weather.~~ Full-time and part-time employees who elect to be absent from work due to inclement weather, even though the weather does not close the City's offices, must use available leave, including~~-~~, vacation, compensatory time, or unpaid leave, for the number of hours they were scheduled to work, unless otherwise specified.~~All full-time and part-time employees who are absent from work due to inclement weather must claim sick, vacation, compensatory, or nonpaid leave for the number of hours scheduled and normally worked that day.~~

After an employee has accumulated more than 1,200 hours (1680 hours for Fire Lieutenants) of sick leave, the employee is allowed the option of trading the excess hours over 1,200 (1,680 for Fire Lieutenants) for time off at the rate of four hours sick leave for one hour of time off. As a mutual protection for the employee and the City, the City Manager may require an employee to submit to a physical examination by a designated physician when, in the

manager's opinion, the performance of the employee may have become limited or weakened by virtue of impaired health. This physical examination shall be at the expense of the City.

Other uses of sick leave may include any form of preventative medicine or treatment that requires the employee to take time off during normal working hours to see a doctor, for medical tests, dental, chiropractic, or any other similar professional medical attention. Such usage must be approved by the employee's supervisor prior to leaving the workstation. For non-union employees, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.

Family Sick Leave

Employees are encouraged to care for their immediate family members when the necessity arises. The number of days of sick leave allowed for family illness or injury will be limited to three workdays per episode for full and benefit-qualifying part-time employees, so long as the leave is during their regular scheduled workday, except for Fire Lieutenants, where family sickness would be allowed for one entire 24-hour shift only. In the event of a dire emergency, the number of sick days used for family illness per episode may be increased with the permission of the City Manager.

Any employee who is proven to have fraudulently used their sick leave compensation from the ~~City~~city will be subject to disciplinary action up to and including dismissal.

2.5 MILITARY LEAVE

The City shall comply with the statute granting leave of absence for military leave in accordance with the provisions of Section 29A.28, the Iowa Code, as the same may be amended from time to time. Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from the City for the period of such active state or federal service, without loss of status or efficiency rating. The ~~City~~city will pay the employee's regular earnings for the first thirty days of the calendar year.

2.6 BEREAVEMENT AND FUNERAL LEAVE

In case of death in the immediate family, as defined in this handbook, a full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of up to five calendar days or forty hours. ~~"Immediate family" shall include husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.~~

The full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of one day, or eight hours, in case of the death of aunts, uncles, nieces, or nephews of the employee or spouse.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off may be taken in four-hour increments.

One-half day off with pay, at the department director's discretion, will be allowed to employees who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

Fire Lieutenants - In case of death in the immediate family, as defined in this handbook, Lieutenants may be granted a leave of absence with pay up to two shift days. ~~"Immediate family" shall include husband, wife, children, adopted children, stepchildren, brother, sister, half-brother, half-sister, stepbrother, stepsister, father, mother, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, stepfather, stepmother, grandparents, grandchildren, and guardians.~~

The Fire Lieutenants may be granted a leave of absence with pay of 8 hours in case of the death of aunts, uncles, nieces, or nephews. The department director may allow one additional day, depending upon the functions required of the employee.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off must be taken in full-day increments.

Four-hours off with pay, at the Fire Chief's discretion, will be allowed to Fire Lieutenants who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

2.7 JURY LEAVE

Any full-time employee and benefit-qualifying part-time employee who is selected for jury duty shall receive a paid leave of absence for the active time spent on such duty so long as it occurs during a regularly scheduled workday. Employees receiving Jury Leave must furnish a copy of the Jury Summons to HR and their supervisor to be placed in their personnel file.

City employees required to appear in court on behalf of the City or are required by the courts for purposes other than personal during regularly scheduled work hours shall receive their normal earnings and expenses from the City. Any compensation paid to an employee by the courts shall be turned over to the City, except for meal and travel expenses.

2.8 LEAVE OF ABSENCE

Regular full-time and benefit-qualifying part-time employees may request an unpaid leave of absence after successfully completing their probationary period. A regular full-time employee may desire a non-FMLA-related unpaid leave of absence for up to 90 days from employment, upon written request to the department director and subsequent approval of the City Manager, may be granted a leave of absence not to exceed 90 days in duration without pay or the accrual of any benefits. The employee requesting shall state the reasons why, in their opinion, the request should be granted, the date when they desire the leave to begin, and the probable date of return. The request shall be submitted no later than ten (10) days prior to the date of the anticipated absence whenever possible. The City Manager, upon the recommendation of the department director, may approve or reject such request based on the operating requirements of the department, taking into consideration the division's work units, workload, availability of temporary substitute employees, the performance and attendance record of the individual, and

the reason for the request.

Any unpaid leave of absence shall not exceed ninety (90) days in duration unless an extension is approved by the City Manager. Except for FMLA granted leave, benefits including vacation leave, sick leave, holidays or other forms of indirect compensation will not accrue and the employee may continue to be covered by group medical, dental, vision, and life insurance, but will be responsible for paying one hundred percent (100%) of the premium costs.

During an unpaid leave exceeding five (5) consecutive days, an employee:

- Does not earn vacation or sick leave.
- Does not collect sick leave benefits in the event they become ill.
- Does not contribute to retirement programs.
- Must reimburse the City for all group hospital and medical insurance premiums paid while on leave (except for FMLA granted leave), if coverage is desired to be continuous.
- Must reimburse the City for all coverage under group life and disability insurance, except FMLA granted leave, and for MFPRSI-covered employees, if coverage is desired to be continuous.

2.9 LACTATION ACCOMMODATION POLICY

Tto the City will provide reasonablerest break time for an employees to mothers who wish to express breast milk for the employee'sir nursing child for one year following after the child's birth. An employee who needings lactation accommodations should inform their supervisor or Department Director and discuss any relevant workload or scheduling issues. Each Department will work with employees to arrange for a room or location within proximity to the employee's work area, other than a bathroom, where the mother can express milk in privacy. Lactation breaks will typically be between 15 and 20 minutes in length and may be taken as frequently as necessary.

2.10 PARENTAL LEAVE

Purpose

As an employer, the City of Clive intends to support work-life balance and provide opportunities for an employee's family to thrive. Knowing that during events such as birth and adoption, an employee's focus needs to be with their family members, this policy provides paid leave benefits to support and ease the burden on employees. Parental Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of 320 hours for the birthing parent and 160 hours for the non-birthing or adopting parent(s) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants). For benefit-qualifying part-time employees, up to a maximum of 232 hours (the number of hours in their regular schedule up to eight weeks of leave) for birthing parents and a maximum of 116 hours (the number of hours in their regular schedule up to four weeks) for the non-birthing parent or the adopting parent of paid leave to support family members, provide care, and bond with new family members.

Eligibility

Employees must either be full-time or ~~part-time~~ benefit-qualifying part-time employees at the time of the request for paid leave. If both parents are employees of the City of Clive, they each will receive the full benefit they are eligible for under Parental Leave.

Employees in any of the following circumstances do not qualify for paid Parental Leave under this policy but may be eligible for other paid leaves, such as family sick leave, bereavement, or Mmajor Llife Eevent Lleave: miscarriage, stillbirth, or death of a child; being named as a guardian, entering a foster parent arrangement; adopting a spouse's child; and employees who are on administrative, long-term disability or military leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

Leave and Benefit Amounts
Approved Parental Leave will be available once approved by the department director and Human Resources. The leave shall be paid at 100% of the employee's regular pay rate. For the duration of the leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Parental Leave.

Benefit Limitations
Parental Leave benefits are limited to 320/160 hours full-time or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week and 232/116 hours benefit-qualifying part-time in any rolling 12-month period. Full-Time Fire Personnel regularly scheduled greater than 40 hours per week, upon approval, may be eligible to take up to four hundred and twenty-four (424) hours (up to eight (8) weeks) for birthing parents and up to two hundred and twelve (212) hours (up to four (4) weeks) for non-birthing parents. Leave for non-birthing or adoptive parents may be taken intermittently; for example, a non-birthing parent may take two weeks at birth and another two weeks when the birthing parent returns to work. Leave for birthing parents generally must be taken as a continuous block of time. However, if a birthing parent desires a gradual return to work, upon request to Human Resources and depending on the employee's position, the City may approve the last two weeks of leave to be on a reduced schedule. This means an employee could return to work on a part-time basis for four weeks while still utilizing FMLA leave for the non-working hours. The benefit must be used within 12 months following the first use of this leave. Leave may not be used in less than 4-hour increments.

Coordination with Other Policies
Paid Parental Leave taken under this policy will run concurrently with unpaid leave under the Family and Medical Leave Act (FMLA).

Once this paid Parental Leave is exhausted, an employee who remains on FMLA leave must concurrently use paid sick, vacation, floating holiday, and compensatory time. If all paid leave has been utilized, the employee may go into an unpaid leave status, may be eligible for donated

sick leave, or may be eligible for Major Life Event Leave.

Policy Administration ~~and Appeal~~

Commented [MN3]: There is no appeal mentioned within the paragraph

Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Parental Leave will be forfeited at the end of the 12 months following the first use of the leave. Upon ~~termination of the employee's~~ separation from employment with the City, employees ~~they~~ will not be paid for any unused Parental Leave ~~for which they were eligible~~.

2.11 MAJOR LIFE EVENT LEAVE

Purpose

This policy ~~, to be utilized as a pilot program for two years starting January 1, 2024,~~ provides paid leave benefits to support and ease the burden on employees with major life events, such as serious illness, death, and other extreme occurrences. Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees and Benefit Qualifying Part-Time employees to take paid leave for a demonstrated need to support immediate family members, provide care, or manage a Major Life Event. Full-Time employees, upon approval, would be eligible to take up to one hundred and sixty (160) hours or equivalent hours commensurate with the full-time position if scheduled above 40 hours per week (such as fire lieutenants). Full-Time Fire Personnel with schedules above 40 hours per week are eligible for two hundred and twelve (212) hours of Major Life Event Leave. Benefit Qualifying Part-Time Employees, upon approval, would be eligible to take up to eighty (80) hours of Major Life Event Leave. ~~Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants) and benefit qualifying part- time employees up to a maximum of eighty (80) hours of paid leave for a demonstrated need to support family members, provide care, or manage a Major Life Event.~~

Eligibility

Employees must either be full-time or ~~part-time~~ benefit-qualifying part-time * employees at the time of the request for paid leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

Categories of Eligible Major Life Events

1. Spouse, Parent, or Child's Serious Health Condition

Employees who desire to use such leave to care for a spouse, parent, or child with a serious health condition must either submit a request for FMLA (separate documentation is not required), as provided in the City's FMLA policy, or if not yet eligible for FMLA, an employee may submit a request form to Human Resources within five (5) workdays of the onset of leave. The request must include a statement by the employee identifying the date supporting documentation was requested from the medical provider and, to the best of the employee's knowledge, the following:

- The nature of the illness/health condition

- The anticipated period of recovery
- The extent and nature of care required by the employee.

For the purposes of this Section, the definition of serious health condition is generally defined the same as FMLA regulations such as an illness, injury, impairment, or physical or mental condition which requires inpatient care or continuing medical treatment or supervision by a healthcare provider and that will require the prolonged or extended absence of the employee to provide care. Examples include, but are not limited to, conditions such as cancer, heart attacks, strokes, severe injuries, and Alzheimer's disease. Serious health conditions related to typical pregnancy, birth, and delivery, or postnatal care shall be covered under Section 2.12 Parental Leave and are not eligible for additional leave under this Section. Cosmetic procedures and short-term conditions for which treatment and recovery are very brief, such as the common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not considered serious health conditions under this policy.

2. Events Leading Up to and Following the Death of an Immediate Family Member

This subcategory of Major Life Event Leave is intended to provide time for employees who need to serve as a primary caregiving role to assist immediate family members, as defined in Section 2.6 of the Employee Handbook, in preparation for the final stage of life, hospice, palliative care, funeral preparations, or after-death responsibilities. Employees who desire to use such leave may submit a request to their Department Director for review. The Department Director shall make a recommendation to the City Manager for final approval of leave. The department director and employee shall identify an interim plan to be included with the department director's recommendation to the City Manager indicating how essential job functions will still be accomplished during these absences, e.g., remote work, flex time, duties shifted to specific staff, etc. The request must include, to the best of the employee's knowledge, the following:

- The nature of care being provided
- The anticipated period of care
- Frequency and length of absences, e.g., 1 day a week, afternoons, etc.

Major Life Event Leave taken under this section will run consecutively with bereavement leave, as provided in Section 2.6 of the Employee Handbook.

3. Other Extenuating Major Life Event Situations

The City recognizes that employees and their families may experience major life events that are rare and not covered by the two preceding categories or other city policies but significantly impact an employee's life and should be considered. Employees wishing to request such leave to address major life events not included in the above categories may submit a request form to Human Resources. The request must include a statement by the employee identifying the following:

- The nature of the major life event
- The anticipated period of leave needed ~~relating~~relates to the major life event

The City Manager shall review requests for Major Life Event Lleave under this category. The City Manager's decision on eligibility for major life events under this category shall be the final

decision. Non-exhaustive examples of major life events this category is intended to address include, but are not limited to, the death of an ex-spouse when you need to support your children through the event~~Non-exhaustive examples of the types of major life events this category is intended to assist with include the death of an ex-spouse when you need to support your children through the event~~; an illness of a close family friend who has no family; divorce; a victim of violent crime; recovery from fire or other natural disasters; or an employee's serious illness as defined in this policy with extenuating circumstances.

Leave and Benefit Amounts
Major Life Event Leave will be available following recommendation by the Department Director to the City Manager, and approval by the City Manager. The Major Life Event Leave shall be paid at 100% of the employee's regular pay rate. For the duration of Major Life Event Leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Major Life Event Leave.

Benefit Limitations
Major Life Event Leave benefits are limited to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week. ~~, and b~~Benefit ~~-~~ qualifying part-time employees up to eighty (80) hours of paid leave.

Such leave may be taken intermittently but shall be used in not less than four (4) hour increments. Employees shall be allowed to use such leave for multiple qualifying events during the benefit cycle up to the cumulative total hours of eligible Major Life Event Lleave.

Major Life Event Lleave availability shall be calculated as a rolling 12-month period measured forward from the date of any Major Life Event Leave usage. The remaining leave is the balance of the total eligible hours not used during the previous 12-month period for the Major Life Event Lleave. Final determination of leave eligibility and hours granted under this policy shall be made by the City Manager.~~dependent upon eligibility.~~

Coordination with Other Policies
If the employee is eligible for Family and Medical Leave Act (FMLA) leave or becomes eligible during a major life event, the paid Major Life Event Leave taken under this policy will run concurrently with leave under FMLA. If an employee experiences a qualifying Major Life Event but has utilized a portion of or the entire eligible time off under the Family and Medical Leave Act during the 12-month rolling period, the employee shall remain eligible to utilize their total eligible hours of Major Life Event Lleave.

Once Major Life Event Leave is exhausted, sick (if eligible), vacation, floating holiday, and compensatory time will be used. If all paid leave has been utilized, the employee may go into an unpaid leave status.

Policy Administration
Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Major Life Event Leave shall not be rolled over to a future 12-month rolling period. Upon termination of employment with the City, the employee shall not be paid for any unused Major Life Event Leave for which they were eligible.

EMPLOYEE BENEFITS

3.1 HEALTH INSURANCE
Health insurance benefits for all employees are administered in compliance with the Affordable Care Act (ACA). Eligibility for non-union employees will be determined in accordance with applicable federal requirements. The City will contribute a monthly amount toward group health insurance for each eligible employee and their dependents. For detailed information on the plans offered, please review the employee benefits guides. ~~see the Summary Plan Descriptions available from Human Resources or visit http://Cityofclive.mybenefitportal.com/.~~

3.2 DENTAL/VISION INSURANCE
The City will provide dental and vision insurance for each regular full-time employee. In addition, the City will make payroll deduction available for employees who wish to take family coverage (with orthodontia). Eligibility is effective the first day of the month following the month of hire.

3.3 FLEXIBLE SPENDING ACCOUNT
Full-time employees may elect to participate in the City's IRS Section 125 Flexible Spending Account (FSA). For more information, please ~~visit the City of Clive benefit portal.~~review the employee FSA benefits guide.

3.4 LIFE INSURANCE
The City will cover regular full-time employees with a term life insurance policy equal to one time the employee's salary plus $ 10,000, at no cost to the employee. Eligibility is effective the first day of the month following the month of hire. Per the Internal Revenue Service, when the total amount of a term life insurance policy exceeds $50,000, the City's imputed cost of coverage more than $50,000 must be included in the employee's annual income and is subject to Social Security and Medicare taxes. ~~Check the employee benefits portal at http://cityofclive.mybenefitportal.com/ for the complete plan document.~~ For more information, please review the employee benefits guides.

Exception
In the case of employees who have attained the age of seventy and remain in service to the City, due to actuarial differences beyond the control of the City, the City may not always be able to maintain their participation in the above-group benefit plans. To the extent that the City is unable to maintain participation in the group plans enumerated above for an employee past age 70, the City shall make available funding for an employee benefit program which shall be at least equal in amount to that contributed by the City for similarly situated employees under age 70 who are participating in the above-group benefits plans. Due to actuarial differences

beyond the control of the City and the unavailability of certain benefits to persons over age 70, individual plans may be offered to employees over age 70, which shall be subject to the approval of any affected employee and the City Council.

3.5 LONG-TERM DISABILITY

The City will provide a long-term disability policy for regular full-time employees other than sworn police officers who have coverage through Municipal Fire & Police Retirement System of Iowa. For detailed information on the plans offered, please see the Summary Plan Descriptions available from Human Resources.

A regular employee who suffers an off-the-job injury or illness will be required to use accrued benefits (including sick leave, vacation, compensatory, and holidays) until exhausted during the leave period. FMLA leave (if applicable) will run concurrently with paid leave. An employee on disability leave will be permitted to continue their coverage under the group health insurance and/or life insurance at their own expense. Employees on FMLA leave will be entitled to continue their coverage under the group health insurance provided in Section 3.1 of this handbook.

3.6 WELLNESS

The wellness program demonstrates the City's concern for the wellbeing of its employees and their families and is designed to improve employee morale leading to increased productivity. A wellness program offers the potential for reduced sick leave and loss of time through absenteeism. The ~~City~~city encourages the use of local wellness resources when possible. For non-union employees, not subject to a collective bargaining agreement, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions. Eligibility for wellness programs and related benefits is limited to active employees. All wellness related benefits, incentives, and discounts end when employment ends, including retirement.

Examples of eligible programs include, but are not limited to, the following:

- Flu Vaccines (available to all staff)
- Position-Required Physicals (all firefighters)
- Exercise Rooms at the Public Safety Center and Clive City Hall/Library (Waiver Form for All Staff.)
- Participation in the City Council approved Employee Wellness Program.
- Hepatitis B Vaccinations – for more information and forms refer to Hepatitis B in section 6.15.

Aquatic Center Passes and Recreation Programs

In an effort to promote work/life balance for employees effective December 1, ~~2023~~2023, employees will be able to purchase aquatic center passes and Clive recreation programs for 50% of the resident rate.

3.7 EMPLOYEE ASSISTANCE

Recognizing that employees' personal problems can damage or interfere with job performance,

the City provides an Employee Assistance Program (EAP) to give confidential therapy and counseling to all employees and their families for marital, familial, emotional, psychological, and financial problems, as well as for overcoming drug and alcohol dependency.

Employees may call the EAP therapist themselves to arrange counseling, or they may be referred to the therapist by a supervisor. All counseling is strictly confidential, and, in the case of a supervisor referral, the supervisor will only be notified that contact has occurred between the employee and the counselor.

Using the EAP services does not protect an employee from enforcement of this policy or in any way prevent testing or prevent the City from enforcing appropriate consequences for employees who violate this policy.

3.8 FOREIGN LANGUAGE CASH INCENTIVE

Regular full-time and benefit-qualifying part-time employees meeting the basic standards for fluency in languages other than English, who have been approved by their department director and/or City Manager by November 1 of each year, and who are willing to use their ability to interpret on an as-needed basis at their customary hourly rate, will receive an annual $250 cash incentive for each language they are fluent in, so long as a request form is completed for each one. Such pay, reflecting the current calendar year, shall be paid out the first payroll in December of each year as a lump sum.

3.9 EDUCATIONAL INCENTIVE PAY

Each full-time employee, (upon completion ofing their probationary period), excluding sive of management personnel or personnel in positions requiring an Associate of Arts, Bachelor's, or Master's Degree as an entry-level qualification, isare eligible to receive educational incentive pay in recognition of their enhanced value to the City.

Elf an employees who elect chooses to receive educational incentive pay under this Section policy , the employee isare not eligible for financial assistance for academic training as outlined in Section 3.10.

New Aapplications, including an uncertified transcript arewill be due to pPayroll by November 1st of each year.

Such pay shall be conditioned upon the following:

A. The degree relates directly to the employee's current job duties or to a job within the City to which the employee could reasonably be promoted. An employee planning to obtain a degree they consider eligible under this program should obtain prior confirmation from their department director.

B. The degree obtained is either an associate degree, bachelor's degree, or master's degree from an accredited four-year or two-year college.

C. The coursework was completed on the employee's own time unless otherwise

approved.

D. The employee obtained at least a 2.0 final grade point average on a 4.0 scale for an associate degree or bachelor's degree. Or the employee obtained at least a 3.0 final grade point average on a 4.0 scale for a master's degree. Proof of completion of the degree shall be in the form of a certified transcript from the college attended.

E. The employee's department director and the City Manager shall determine eligibility under this incentive pay program.

Educational incentive pay, which shall be effective upon approval by the City Manager, shall be in addition to base pay received by the employee, and shall be included in the regular hourly rate for the purposes of computing overtime pay. Such pay shall be paid out in the first payroll of December of each year as a lump sum. Per the Internal Revenue Service, the employee receiving this benefit may be taxed on the dollar value of the incentive received.

The award of educational incentive pay shall be as follows:

COLLEGE DEGREE	SEMESTER HOURS COMPLETED	QUARTER HOURS COMPLETED	ANNUAL PAY
Associate of Arts or Science (AA/AS)	64	96	$550
Bachelor of Arts or Science (BA/BS)	124	186	$900
Master's Degree	n/a	n/a	$1000

~~For e~~Example 1~~,~~: if an employee is receiving the associate degree incentive benefit level and decides to obtain a bachelor's degree instead, the employee must choose between either receiving credit hour assistance or the bachelor's degree incentive pay.

E~~For e~~xample 2:~~,~~ if the employee elects to receive credit hour assistance, the employee will be frozen at the associate degree incentive pay level. If, on the other hand, the employee chooses not to receive credit hour assistance, the employee is eligible for the bachelor's degree incentive pay upon earning the degree.

3.10 ADVANCED EDUCATION FINANCIAL ASSISTANCE

Financial assistance for academic training sets forth the conditions and procedures whereby regular full-time employees who have enhanced their value to the City through academic instruction may receive reimbursement from the City for a portion of their educational expense. This policy does not apply to conferences and technical short courses that provide specific job training. Technical conferences and short courses, when authorized, will be paid for from accounts for training expenses. If the technical conference or short course is held within the State of Iowa, the

department director may authorize attendance. If the technical conference or short course is held outside the State of Iowa, the City Manager must authorize attendance. Additionally, this policy does not apply to post-graduate coursework.

If an employee chooses to receive financial assistance from the City for academic training under the Advanced Education Financial Assistance policy, the employee is not eligible for Educational Incentive Pay. For detailed information and appropriate forms follow the link to Clive365, Education Tuition Reimbursement Request.

3.11 CELL PHONE REIMBURSEMENT

The City will provide a monthly cell phone reimbursement to those employees who are required to be available outside of office hours, recommended by their department director and approved by the City Manager. The full policy is available in the Financial Policy Handbook found in the employee intranet.

3.12 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS

~~**Conference, Seminar, and Technical Meeting Reimbursement**~~

~~A. Attendance at professional conferences, seminars, and technical meetings shall be considered part of the employee's normal duties if attendance is approved by the department director, or the City Manager. Hours at the conference and travel time will be compensated.~~

~~Department directors and the Assistant City Manager may attend out-of-region conferences/training seminars with the approval of the City Manager. Out-of-region is defined as locations other than the state of Iowa and its bordering states. All other staff members may attend out-of-region conferences/training seminars as recommended and approved by the City Manager and their department director. Staff members may attend in-state conferences/training seminars as approved by the appropriate department director.~~

~~**Meal Reimbursement**~~

~~B. It is the policy of the City to reimburse officials and employees for actual meal expenses incurred while traveling outside of the Metro Area, away from home overnight on City business and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes guidelines of reimbursement for meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is/is not eligible for reimbursement, when a reimbursement request may be reviewed, and how this policy relates to an individual department policy.~~

1. ~~Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee attending a conference, meeting, training, or seminar that is located outside of the "Metro Area." "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City which partially falls within that radius.~~

2. Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee while traveling to/from or during a conference, meeting, training, or seminar that necessitates one or more overnight stays, as approved by the City Manager or designee.

3. Meal expenses incurred by an employee while attending a conference, meeting, training, or seminar within the "Metro Area" will typically not be considered for reimbursement. "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City that partially falls within that radius. However, a meal that an employee purchases when attending a "meal meeting" for the convenience of the employer, regardless of location, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process, may be considered for reimbursement.

4. Employees must submit original receipts with their reimbursement request. The receipt must show the amount of the expense, the date of the expense, the location of the expense, and the business reason for the expense. These receipts must be the original, fully itemized receipts identifying the amount of any applicable tips or gratuity, what was purchased, and from whom. Tips may be added up to 20% of the total cost, as appropriate. Debit card or charge card receipts are not acceptable on their own but should be attached to the itemized receipt.

5. The City will not reimburse employees for the purchase of alcoholic beverages or snacks.

6. The use of a City-issued credit card or "Purchasing" card is appropriate for the purchasing of meals deemed reimbursable by this policy.

7. Reimbursement requests may be reviewed by Management prior to issuance and may be reviewed by City auditors and/or IRS auditors for compliance with City policy and/or IRS regulations. These reviews may involve a review of receipts for the location of the vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

8. Individual departments may institute departmental policies that are more restrictive, but individual department policies cannot be less restrictive, unless mandated by State or Federal guidelines.

Transportation and Vehicle Reimbursement

It is the policy of the City to reimburse employees for reasonable and necessary transportation expenses incurred while attending approved conferences, seminars, training, or meetings.

Employees are expected to utilize the most economical and practical method of transportation to and from conferences, taking into consideration cost, time, and

operational efficiency.

Reimbursable transportation expenses may include:

- Mileage for use of a personal vehicle at the approved IRS rate
- Airfare
- Parking (including airport parking)
- Rideshare services, taxis, or shuttle services
- Rental vehicles, when necessary and approved

When traveling by personal vehicle, reimbursement will be based on the current IRS mileage rate. Mileage reimbursement may be limited to the equivalent cost of airfare or other reasonable transportation options if deemed more economical.

When air travel is utilized, employees are expected to select reasonably priced airfare and standard accommodations. Any upgrades or additional expenses for personal convenience are the responsibility of the employee.

Parking and transportation expenses must be reasonable and directly related to the approved business purpose. Airport parking and transportation to and from the airport are eligible for reimbursement when associated with approved travel.

Employees must submit original, itemized receipts for all transportation-related expenses, including parking, airfare, rental vehicles, and rideshare services. Mileage reimbursement requests must include dates of travel, destination, and business purposes.

The use of City-issued credit cards or purchasing cards is appropriate for transportation expenses in accordance with City policy. All itemized receipts must still be provided.

Reimbursement requests are subject to review and approval by the department director and may be reviewed for compliance with City policy and applicable regulations.

Individual departments may implement more restrictive guidelines; however, they may not be less restrictive than this policy unless required by State or Federal law.

3.13 REIMBURSEMENT OF COMMERCIAL DRIVER'S LICENSE (CDL) FEES

Full-time employees will be reimbursed for CDL fees paid over and above the cost of a non-commercial operator's license if they are required to have the CDL endorsement as a condition of their job description.

3.14 STATE RETIREMENT SYSTEMS

All employees shall participate in a retirement program governed by the policies and benefits as prescribed by the various retirement and pension programs. For employees covered under a collective bargaining agreement, eligibility and employer contributions are governed by the applicable agreement. Both the City and the employee shall contribute an amount prescribed by the policy or statute. The current retirement programs and participants are Iowa Public Employees' Retirement System (IPERS), Social Security (FICA) and Municipal Fire & Police Retirement System of Iowa (MFPRSI).

An authorized agent or officer of the pension plan shall be responsible for contacting the

employee to explain the benefits, policies, and procedures of the program. For more information and details, please contact Human Resources.

Pursuant to the Iowa Public Employees Retirement System (Iowa Code Section 97B) and the Iowa Civil Rights Act (Iowa Code Chapter 216), those employees of the City who are members of the Iowa Public Employees Retirement System may remain in service beyond the date the member attains the age of sixty-five until attaining the age of seventy. However, after attaining the age of seventy, the member may remain in service to the City for periods as the City Council approves, and the member shall retire on the first day of the month following the last approved period.

All employees of the City who are not members of the Iowa Public Employees Retirement System and are covered by other retirement plans or provisions of the Iowa Code shall be required to retire in accordance with the retirement plan and statutes applicable to them.

3.15 DEFERRED COMPENSATION

The City of Clive offers a voluntary ~~deferred compensation plan~~ (457(b) deferred compensation plan to employees. All employees, including full-time and benefit-qualifying part-time employees, are eligible to participate in the deferred compensation plan, unless otherwise specified in the plan document. Participation is voluntary and allows employees to defer a portion of their compensation on a pre-tax or Roth basis, subject to Internal Revenue Service (IRS) limits.

~~A deferred compensation program (Section 457 of the Internal Revenue Code) with the ICMA Retirement Corporation is available to employees who wish to defer a portion of their salary.~~

The City will match up to a percent of annual base wage during the pay period, including the employee's following anniversary:

On Anniversary	*City Match Percentage*
1-4	*1*
5-9	*1.5*
10-14	*2*
15-19	*2.5*
20+	*3.5*

For department directors, the City will match up to a percent of annual base wage:

On Anniversary	*City Match Percentage*
1-4	*1*
5-9	*2*
10-14	*2.5*
15-19	*3*
20+	*3.5*

In accordance with applicable law, employees covered by collective bargaining agreements for Police (MFPRSI) who were hired on or after January 1, 2011, are not eligible to receive City

contributions to the deferred compensation plan.

The City may contribute to eligible employees' deferred compensation plan as approved by the City Council or as outlined in applicable agreements. Employees may enroll, modify, or discontinue contributions in accordance with plan provisions and administrative procedures. The City will not make any contributions for employees who do not contribute themselves. ~~The City's contribution shall not exceed the amount of the employee's contribution. Members of the Municipal Fire & Police Retirement System of Iowa hired after January 1, 2011, are not eligible for the City's contribution.~~

3.16 RETIREE HEALTH INSURANCE

For employees wishing to voluntarily retire who are a minimum of 55 years of age at the time of retirement; have at least 21 years of service with the City; and wish to remain on the City employee health insurance plan, the City will assist the employee with the cost of single coverage health insurance until the retiree is eligible to receive Medicare benefits, according to the following schedule based upon length of ~~continued~~ cumulative regular full-time service to the City:

Years of Service	*Percentage of Single Coverage by City*
Less than 21 years	*0%*
21 years	*10%*
22 years	*20%*
23 years	*30%*
24 years	*40%*
25 years	*50%*
26 years	*60%*
27 years	*70%*
28 years	*80%*
29 years	*90%*
30 or more years	*100%*

As of January 1, 2022, there will be no monthly proration of years of service for the percentage of the City's contribution.

At the time of retirement, the employee may elect to cover or continue coverage for dependents for health, dental and/or vision at the expense of the employee subject to the provision of this section. An employee's spouse is not eligible for coverage if they are eligible for Medicare.

Once an employee is a retiree, they will no longer be allowed to add dependents to any City of Clive insurance plans (health, dental, or vision) in place, nor will they be allowed to bring the dependent back on if previously dropped from coverage. The only status change available to a retiree is to drop from a family plan to a single plan due to 1) change of status; 2) dependent is eligible for Medicare; 3) death of dependent; 4) dependent is no longer a fulltime student; or 5)

dependent has reached the age of 26. After the retiree reaches Medicare eligibility age, any dependent or spouse covered under the City employee health plan may continue ~~his or her~~their coverage under COBRA for up to three additional years (36 months), or until the dependent becomes Medicare eligible, whichever comes first. The retiree is responsible for all expenses related to the policy.

3.17 RETIREE LIFE INSURANCE

After the retiree reaches Medicare eligibility age, any dependent the retiree has covered under the City employee health plan may continue their coverage under the City's plan for three more years, or until the dependent reaches Medicare eligibility, whichever occurs first. The retiree is responsible for expenses related to the policy.

As of July 1, 2011, for those full-time employees retiring with at least ten years of service, the City will provide $10,000 in life insurance coverage until the employee reaches normal Social Security retirement age.

3.18 PART-TIME EMPLOYEE BENEFITS

All part-time employees are a valued part of the Clive team and are recognized for their important role in providing quality service to Clive residents, businesses, and visitors. Part-time employees may be eligible for certain benefits depending on their classification and hours worked.

Benefit-qualifying part-time employees are those who are regularly scheduled to work a minimum number of hours as determined by the ~~City~~city and applicable law. Eligibility for benefits will be based on established thresholds and may be reviewed periodically.

Benefit-qualifying part-time employees may be eligible for prorated or limited benefits, including vacation leave, sick leave, floating holidays, bereavement leave, jury duty leave, and participation in deferred compensation.

Eligibility for specific benefits, including health insurance, will be administered in accordance with City policy and applicable federal requirements, including the Affordable Care Act (ACA), where applicable.

A. ALL PART-TIME EMPLOYEES

1. SERVICE CREDIT

All years of service, calculated from the employee's original hire date or the start date of a full-time or part-time position (whichever is earlier), will count toward the City's incremental (5, 10, 15, 20, 25, 30) Service Awards. Awards will be distributed during the anniversary month of the employee.

5 years = $30, 10 years = $50, 15 years = $75, 20 years = $100, 25 years = $150, 30 years = $200.

2. RETENTION INCENTIVE PROGRAM

A token of appreciation for the committed employee, recognizing the importance of continuing service to the community. The employee will be given a one-time award of:

Years of Consecutive Service	One-Time Award Amount
After 5 years	$250
After 10 years	$500
After 15 years	$750
After 20 years	$1,000
After 25 years	$1,500
After 30 years	$2,000
After 35 years	$2,500

Incentives will be paid during the pay period in which the employee's anniversary falls when reaching incremental years of service and is still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive. The incentive is granted once every five years.

3. IPERS RETIREMENT

All eligible hours worked will count toward ~~the~~ eligibility and participation ~~of~~ in IPERS (Iowa Public Employees' Retirement System).

4. UNPAID LEAVE

An employee may be granted unpaid leave with approval from the Department Director.

"Periods of unpaid leave will remain included in the calculation period when determining an employee's average hours worked per week for purposes of eligibility under this policy. As a result, unpaid leave may reduce an employee's average hours worked and may affect eligibility for benefits."

~~Approved unpaid leave is not considered paid work time and no hours will be credited during the unpaid leave period. Unpaid leave periods will remain part of the calculation period when determining an employee's average hours worked per week for purposes of eligibility under this policy.~~

Employees must exhaust all available paid leave before utilizing unpaid leave authorized by the Department Director.

v~~If a person takes unpaid leave that has been authorized by the Ddepartment Ddirector, the unpaid leave will be hours worked for that day/s are included whenin computing the employee's average hours worked per week.~~

- ~~If a person takes unpaid leave that has been authorized by the department director, Employees must use all available paid vacation leave time prior to utilizing must be used prior to the unpaid leave authorized by the Department Director.~~
-

5. OVERTIME

Should part-time employees work more than 40 hours in a one-week period (Sunday through Saturday), they will be paid overtime at a rate of one and a half times their regular rate.

B. BENEFIT-QUALIFYING EMPLOYEES AVERAGING 20 HOURS OR MORE PER WEEK, NOT INCLUDING 12-24 HOUR SHIFT EMPLOYEES

Regular part-time employees averaging 20 hours per week over one (1) consecutive year shall be considered benefit-qualifying part-time employees and will be granted floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

1. VACATION LEAVE:

Years of Consecutive Service	Hours of Annual Vacation Leave Accrual
1 Year	40
5 Years	60
10 Years	80
16 Years	84
17 Years	88
18 Years	92
19 Years	96
20 Years	100

- ~~After qualifying for benefits, benefit-qualifying part-time employees will receive prorated vacation leave based on hours worked, consistent with the vacation accrual schedule. After qualifying for benefits, each benefit-qualifying employee will receive 20 hours of vacation.~~
- Benefit-qualifying part-time employees are allowed to carry over a maximum of 20 hours of vacation beyond their anniversary date.
- Any benefit-qualifying part-time employee resigning or terminating employment with the City shall be compensated for vacation leave earned and unused to their termination date.

2. SICK LEAVE:

Months of Consecutive Service	Hours of Annual Sick Leave Accrual
Hire date	24
Subsequent months	4

- Each benefit-qualifying part-time employee, upon qualifying, shall receive 24 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave.
- All benefit-qualifying part-time employees shall earn sick leave at the rate of four (4) hours per month for a total of 48 hours per year.
- No accrued and unused sick leave payment shall be made upon separation from City employment except in the case of retirement of a benefit-qualifying part-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 180 hours of payback, shall be made to the retiring part-time employee.
- The number of sick leave hours allowed for family sickness will be limited to eight (8) hours per episode for benefit-qualifying part-time employees.

3. CITY HOLIDAYS:

Benefit-qualifying part-time employees shall be paid 4 hours of holiday pay for designated City holidays if it fall on their regularly scheduled workday. City Holidays are as follows:

New Year's Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

When the above-mentioned holiday falls on Sunday, the following Monday shall be observed. When the above-mentioned holiday falls on Saturday, the preceding Friday shall be observed.

4. FLOATING HOLIDAY

Each benefit-qualifying part-time employee shall receive sixteen (16) hours of the floating holiday to be applied to the accrued time on July 1st of each fiscal year.

- Current hires will receive 1.33 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire.
- Floating holidays may be taken at a mutually agreed-upon time with sufficient notice to the department director.

- Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.
- Any part-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for Floating Holiday leave earned and unused to their termination date.

5. DEFERRED COMPENSATION

Benefit-qualifying p~~P~~art-time employees who work an average of 20 or more hours per week ~~(~~and have been employed by~~worked for~~ the City for longer than one year~~)~~ are eligible~~allowed~~ to voluntarily participate in the 457(b) Plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of a ~~part-time~~ benefit-qualifying part-time employee.

6. JURY DUTY

Paid Jury Duty leave will be granted if it occurs on a normally scheduled shift. Refer to section 2.7 Jury Leave in the City of Clive Employee Handbook.

7. TRANSITION TO FULL-TIME EMPLOYMENT

Benefit-qualifying part-time employees shall be able to use two years of City part-time employment to equal one year of full-time service for vacation accrual, deferred compensation contribution determination, and the retirement health insurance benefit.

C. PART-TIME 12-24 HOUR SHIFT WORKERS

1. **HEALTH INSURANCE PARTICIPATION:** Part-Time firefighter/paramedic/EMT employees will be eligible to participate in the City of Clive health plan if averaging 30 hours or more per week from April 1-March 31 (Clive's ACA Lookback Period). Coverage will be effective July 1 if the employee enrolls and pays the employee's share of the health insurance premium. Eligible employees will be invited to the annual health insurance informational meetings held each spring.

2. **DEFERRED COMPENSATION:** Part-time employees who work an average of 20 or more hours per week (and have worked for the ~~City~~city longer than one year) are allowed to voluntarily participate in the 457(b) Plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of part-time employees.

3. **RETENTION INCENTIVE PROGRAM:** A token of appreciation for the committed employee, recognizing the importance of continuing service to the community. The employee will be given a one-time award of:

Years of Consecutive Service	One-Time Award Amount
After 5 years	$250
After 10 years	$500
After 15 years	$750
After 20 years	$1,000
After 25 years	$1,500
After 30 years	$2,000
After 35 years	$2,500

Incentives will be paid during the pay period in which the employee's anniversary falls when reaching incremental years of service and is still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive. The incentive is granted once every five years.

D. SEASONAL/INTERN~~: Seasonal~~**: Seasonal** employees, including interns, shall receive no paid leave and no benefits beyond IPERS eligibility.

3.19 YEARS OF SERVICE AWARD

The City of Clive recognizes the commitment their employees make to the Clive community and the efforts they put forth daily to provide excellent service to the community. The Clive City Council recognizes the pride employees take in their work and annually rewards committed employees. Employees are recognized every fifth anniversary for their years of service in our organization. As a reward for their years of service, recognized employees will receive credit toward purchases at the online Clive Store.

5 years = $30, 10 years = $50, 15 years = $75, 20 years = $100, 25 years = $150, 30 years = $200

3.20 MERIT AWARD

Throughout the year, challenges may be put forth to employees to perform above and beyond their normal duties. Or there may be competition among a group of employees, as proposed by the City Manager. The public, a supervisor, or a co-worker may nominate an employee for recognition of their service. As a reward for above average performance, a competition, or recognition, employees will receive additional paid time off as awarded by the City Manager on a quarterly basis.

EMPLOYEE POLICIES AND PROCEDURES

4.1 RECRUITMENT & HIRING PROCESS

The City's recruitment and hiring policy is to recruit and employ qualified applicants fairly and equitably. Application procedures for open positions will follow all applicable federal and state laws, including Iowa Veterans' Preference statutes (Iowa Code Chapter 25 C), and will adhere to the following process:

A. Any external/public open position announcement will be available to all employees by posting the notice on the city's website and other internet sources for at least ten days.
B. Internal Job Postings will be shared with all employees via an internal link sent to their email and will be open for a minimum of ten days.

C. Any member of the current staff who possesses at least the minimum qualifications required for the vacant position and has given satisfactory service to the City may apply for the vacant position.

D. Existing employees wishing to apply for the vacancy must submit an application as indicated on the position posting.

E. Each employee applicant will be reviewed in accordance with the selection procedures applying to external applicants, ensuring consistent and nondiscriminatory evaluation.

F. Recruitment activities will be used that are designed to reach and attract a broad and diverse pool of qualified candidates.

G. Preference will be given to existing employee candidates when their qualifications are equal to or greater than those of outside applicants. Employees interviewing for a role within their current department during regular work hours will be paid for the time spent in the interview. Prior notice must be given to the employee's supervisor. Only time during scheduled work hours is compensable.

H. At the City Manager's discretion, a current employee may be promoted to an open position without advertising or posting the vacancy, in accordance with applicable law.

I. In the event of extenuating circumstances, where the standard recruitment process would pose a hardship, the City Manager may proceed with the recruitment of a qualified candidate for a position without advertisement of the opening.

J. In accordance with the Code of Iowa, proper documentation must be submitted during the application process to claim ~~veterans~~veterans' preference.

Advertisements for positions may be published in local publications, websites, or media as deemed appropriate by the City Manager or City Council.

Individuals who are referred or have been recommended as potential candidates for employment will be given the same fair and objective consideration as all other ~~applicants~~ ,applicants, - no more, no less – in accordance with the City's recruitment and selection procedures.

4.2 SELECTION

The appropriate department director/Human Resources and the City Manager shall determine who is the best qualified applicant from those interviewed for a position based upon a written

rating of experience and education, job-related performance test, if applicable, oral interviews, background check, or any combination thereof, which is appropriate for the position being filled. These measurement criteria shall relate to those matters that will fairly test the capacity and fitness of the applicant to perform the duties of the position. Selection for employment shall be based solely on experience, competency, training, and other qualifications as outlined in the job description and will conform to the City's equal employment opportunity policy.

4.3 VETERANS' PREFERENCE

The City will comply with the applicable provisions of the Code of Iowa concerning ~~veterans~~veterans' preference.

4.5 EXAMINATION AND BACKGROUND CHECKS

At the City's expense, all new prospective regular full-time, regular part-time, and paid-on-call employees must satisfactorily pass a medical examination and drug screen before hiring is finalized. Prospective employees may also be required to satisfactorily pass a functional capacity test. Physical examinations and functional capacity testing will be conducted post-conditional offer of employment and will be conducted by a physician designated by the City of Clive, unless otherwise approved by the City Manager. Results of the examination, as well as other pertinent information, shall be documented and provided to the City.

Additionally, for all new employees, the ~~City~~city will, at its expense, conduct a criminal background check; verify educational credentials for positions requiring education beyond a GED/HiSET; and complete a driving record check. The City will also collect proof of insurance for employees who operate a personal vehicle for City business or City vehicle and a copy of the employee's driver's license. The City will conduct annual driving record checks at its expense and require updated proof of insurance annually. A copy of an updated driver's license is required to be provided to Human Resources upon expiration or license update. ~~Additionally, for all new employees, the City will complete at its expense a complete criminal background check and driving record check.~~ For employment purposes and with written consent, the City of Clive may obtain various consumer reports about prospective employees from one or more consumer reporting agencies. A consumer report, including a credit history report (for bondable positions), may also include information regarding the prospective employee's character, general reputation, personal characteristics, and mode of living, and it may be used in determining eligibility for employment.

After a conditional offer of employment has been made, the ~~City~~city may investigate worker's compensation claims through Iowa Workforce Development. The City may only use the information gathered through a worker's compensation investigation when an injury might interfere with one's ability to perform required duties or would pose a significant risk of substantial harm that cannot be reduced or eliminated with a reasonable accommodation. Under the federal Americans with Disabilities Act, the ~~City~~city cannot and will not use medical information or the fact an applicant filed a workers' compensation claim to discriminate against applicants.

4.6 ORAL AND WRITTEN EXAMINATIONS

As a tool in evaluating an applicant, certain oral and/or written examinations may be required. The subject matter for these tests will ensure the degree to which candidates have identifiable characteristics that have been determined to be important for successful performance of the job applied for.

4.7 PROBATIONARY PERIOD

The probationary period shall be regarded as an integral part of the evaluation process and shall be utilized for observing the employee's work and for securing the most effective adjustment of the employee to their position. During the probationary period, the employee has an opportunity to demonstrate the proper attitude and abilities for the position in which they are employed.

All full-time and part-time employees shall be required to serve a probationary period of a minimum of ~~six consecutive months~~six (6) consecutive months immediately upon appointment, demotion, promotion, or re-employment.

At least ten days prior to the expiration of an employee's probationary period but no later than the pay period in which the expiration date falls, the employee's supervisor completes the probation evaluations and the Director signs the "Probationary Release" form if the employees are to be placed in regular status. The City Manager will review the recommendation and determine whether to grant the individual regular status, extend the probationary period, or separate the employee.

City employees, except those employees governed by the civil service rules, are employed at will. The existence of a probationary period does not alter the at-will employment relationship. Consistent with the at-will relationship, any non-civil service employee may be removed or discharged from their employment with the City at any time, including during the probationary period, for any non-discriminatory reason. An individual discharged during this probationary period has no right of appeal. A person removed or discharged during a probationary period shall, at the time of removal or discharge, be given a notice in writing stating the reason/s for the removal or dismissal. The satisfactory completion of such probationary period shall not alter the at-will employment status of the employee and shall not be construed as any waiver of the City's absolute right at any time thereafter to remove or discharge any employee at any time, for any non-discriminatory reason, with or without cause.

An employee who successfully completes a probationary period shall receive regular status in their classification.

4.8 CITIZENSHIP AND RESIDENCE

General Personnel. For general personnel, United States citizenship is not an absolute requisite for City employment. However, non-citizens must show proof of eligibility for employment while in the United States.

A. ~~*A.*~~ *Sworn Personnel*. United States citizenship is required of all applicants for full

and part-time sworn positions within the police department.

B. ~~B.~~ *Residency Requirements*. The City Manager and Assistant City Manager shall reside within the City of Clive within two years of the date of hire.

a. Other emergency personnel, ~~defined as police officers, firefighters/medics, public works director and operations administrator, parks manager, public works and parks supervisors, and operations specialists~~as defined in the employee handbook, shall reside within a thirty(30)-mile radius of City Hall, 1900 NW 114 Street, Clive, IA.

4.9 PUNCTUALITY

Employees are expected to report promptly at their designated starting time at their assigned workstation and be ready to begin work at that time.

If an employee knows that they will be fifteen or more minutes late, the employee must notify their immediate supervisor prior to coming to work, if possible, and state the reason for the tardiness and the approximate time they expect to report to work. If a non-exempt employee is habitually late, wages will be deducted in one-quarter-hour increments and, whether exempt or not, may be subject to disciplinary action.

4.10 UNEXCUSED ABSENTEEISM & TARDINESS

If an employee fails to furnish their supervisor with a reasonable explanation for missing work or for tardiness, or for missing work without available time off, the absence will be recorded as an "unexcused" absence in the employee's personnel file. If an absence is unexcused, the employee will not be allowed to utilize any accrued vacation days, personal days, or sick days to receive pay for that day, and therefore will not be paid for the unexcused absence.

Employee attendance records that show poor attendance or tardiness are to be reviewed by the supervisor and/or department director, and where such attendance is deemed unacceptable, the supervisor or department director shall have the authority to issue a formal reprimand and/or suspension without pay or recommend to the City Manager dismissal of the employee. All written reprimands and suspensions shall be forwarded to the Human Resources Manager for inclusion in the employee's personnel file. Any recommendation for dismissal shall be sent to the City Manager.

4.11 CHANGES OF NAME, ADDRESS, MARITAL OR FAMILY STATUS

Human Resources and Finance Departments must be advised by the employee of any change in personal status for the following reasons:

Correct personal information will ensure up-to-date and accurate coverage on the retirement, insurance, and other benefit plans, and the proper reporting of wage information to the state and federal government.

4.12 EMPLOYMENT OF RELATIVES

The City of Clive wants to ensure that the City's practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, and members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, first cousins, and domestic partner relatives.

If an employee begins a dating relationship, or becomes a relative, partner or member of the same household with an employee who is in a supervisory position to the employee, that employee is required to inform their supervisor and the City Manager of the relationship.

The City of Clive reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. Exceptions to this policy may be granted by the City Manager for part-time or seasonal employees.

4.13 DRESS CODE

Employees are always expected to present a professional, business-like image to the public. A favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Any employees who have regular contact with the public must comply with the following standards of personal appearance:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- Clothing must be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas.
- The unauthorized wearing of suggestive attire or of dungarees, shorts, T-shirts, and similar items of casual attire is not permitted, as they do not present a businesslike appearance.
- Clothing should not have inappropriate advertising or slogans, as determined by the City Manager. Jeans that are not ripped, tattered, or worn-out may be worn on occasion with the approval of the City Manager or designee.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Sideburns, mustaches, and beards should be neatly trimmed.
- Tattoos and body piercings (other than earrings) are allowed but may be required to be covered if there is a complaint by an employee or a member of the public. The complaint must be investigated by the Human Resources Department and result in "found" conclusion. A "founded" conclusion is one in which it is determined that tattoos

or body piercings are unsafe, disruptive, offensive, or otherwise inappropriate when considering the circumstances, job duties and work environment.

- The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety, comfort, and consideration for co-workers, but should still be as neat and business-like as working conditions permit.
- All employees are expected to maintain a basic and proper level of hygiene, regardless of position within the City. Excessive perfume or cologne should be avoided in consideration of other employees and the public.
- Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their department and job. For example, the wearing of shorts by staff during warm weather conditions is at the discretion of the Department Director and must be included in the Department's regulations. Department-specific policies will be developed by the Department Director and approved by the City Manager.

4.14 TIME RECORDS

Each employee is responsible for completing a time record for hours worked and submitting it to their department director or supervisor. Department directors shall review time records to verify hours, department and function numbers, and appropriate signatures before approving the time record. Approved time records are then submitted to the Administrative Services office. Time records not submitted to the Administrative Services office, allowing sufficient time for processing, could result in a delay of payment. Anyone who knowingly falsifies a record of hours or knowingly approves a falsified time record shall be subject to disciplinary action.

Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted in accordance with established payroll deadlines. Employees are responsible for accurately completing and submitting their timesheets. This includes employees who are on approved leave, including FMLA or unpaid leave. When foreseeable, employees are expected to complete and submit their time~~sheets~~ in advance of their leave using the payroll system. If an employee is unable to complete their timesheet due to incapacity, the direct supervisor is responsible for ensuring the employee's time is accurately recorded and submitted. In the event an employee does not agree with a submitted timesheet or payroll entry, a payroll correction form must be completed and submitted for review and processing. Failure to accurately report time worked or to follow payroll procedures may result in corrective action.

4.15 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS

A. Attendance and Approval

Attendance at professional conferences, seminars, training programs, and technical meetings shall be considered part of an employee's normal duties when approved by the appropriate Department Director or the City Manager. Time spent attending approved events, including authorized travel time, shall be compensated in accordance with applicable City policies and

wage and hour laws.

Department Directors and the Assistant City Manager may attend out-of-region conferences and training seminars with the approval of the City Manager. Out-of-region is defined as locations outside the State of Iowa and its bordering states. All other employees may attend out-of-region conferences and training seminars upon recommendation of their Department Director and approval by the City Manager. In-state conferences and training seminars may be approved by the appropriate Department Director.

B. Meal Reimbursement

The City may reimburse officials and employees for actual meal expenses incurred while conducting approved City business under the following circumstances:

1. While attending a conference, meeting, training session, or seminar located outside the Metro Area.
2. While traveling to, from, or during an approved conference, meeting, training session, or seminar requiring one or more overnight stays.
3. While attending a business meeting conducted during a meal for the convenience of the employer, where the primary purpose of the gathering is the active conduct of City business.

For purposes of this policy, the Metro Area is defined as any location within a thirty (30) mile radius of the intersection of Hickman Road and Interstate 35/80, including any municipality partially within that radius.

Meal expenses incurred within the Metro Area are generally not eligible for reimbursement unless associated with a qualifying business meal meeting as described above.

Employees seeking reimbursement must submit original, itemized receipts showing:

- Date and location of purchase;
- Amount paid;
- Items purchased;
- Vendor name; and
- Business purpose of the expense.

Tips may be reimbursed up to twenty percent (20%) of the meal cost when appropriate. Credit card or debit card transaction slips alone are not sufficient documentation and must be accompanied by the itemized receipt.

The City will not reimburse alcoholic beverages or snack purchases.

City-issued credit cards or purchasing cards may be used for meal expenses authorized under this policy.

C. Transportation and Vehicle Reimbursement

The City may reimburse employees for reasonable and necessary transportation expenses

incurred while attending approved conferences, seminars, training programs, or meetings.

Eligible transportation expenses may include:

- Mileage for use of a personal vehicle at the current IRS-approved rate;
- Commercial airfare;
- Parking fees, including airport parking;
- Taxi, shuttle, and rideshare services;
- Rental vehicles when approved and necessary for City business.

Employees are expected to utilize the most economical and practical method of transportation considering cost, efficiency, and operational needs.

When personal vehicles are used, mileage reimbursement may be limited to the equivalent cost of a more economical transportation option if determined appropriate by management.

Employees utilizing air travel are expected to select reasonably priced airfare and standard accommodations. Any upgrades or expenses incurred for personal convenience are the responsibility of the employee.

All transportation reimbursement requests must include original itemized receipts or mileage documentation identifying travel dates, destination, and business purpose.

City-issued credit cards or purchasing cards may be used for approved transportation expenses; however, all supporting documentation and receipts must still be submitted.

D. Review and Compliance

All reimbursement requests are subject to review and approval by the Department Director, City Manager, or their designee and may be reviewed by City auditors and/or Internal Revenue Service auditors for compliance with City policies and applicable regulations.

Departments may adopt procedures that are more restrictive than this policy but may not adopt procedures that are less restrictive unless required by state or federal law.
~~Attendance at professional conferences, seminars, and technical meetings shall be considered part of the employee's normal duties if attendance is approved by the department director or the City Manager. Hours at the conference and travel time will be compensated.~~

~~Department directors and the Assistant City Manager may attend out-of-region conferences/training seminars with the approval of the City Manager. Out-of-region is defined as locations other than the state of Iowa and its bordering states. All other staff members may attend out-of-region conferences/training seminars as recommended and approved by the City Manager and their department director. Staff members may attend in-state conferences/training seminars as approved by the appropriate department director.~~

~~It is the policy of the City to reimburse officials and employees for actual meal expenses incurred while traveling outside of the Metro Area, away from home overnight on City business,~~

and for actual meal expenses that are for the convenience of the employer, such as attending a meeting that is conducted during a meal. This policy establishes guidelines for reimbursement for meal expenses, what is needed from the employee to request reimbursement of a meal expense, when a meal is/is not eligible for reimbursement, when a reimbursement request may be reviewed, and how this policy relates to an individual department policy.

Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee attending a conference, meeting, training, or seminar that is located outside of the "Metro Area." "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City that partially falls within that radius.

Meal expenses will be considered for reimbursement by the City Manager or designee for meals purchased by an employee while traveling to/from or during a conference, meeting, training, or seminar that necessitates one or more overnight stays, as approved by the City Manager or designee.

Meal expenses incurred by an employee while attending a conference, meeting, training, or seminar within the "Metro Area" will typically not be considered for reimbursement. "Metro Area" is any place or City within a 30-mile radius of the intersection of Hickman Road and I-35/80, including any City that partially falls within that radius. However, a meal that an employee purchases when attending a "meal meeting" for the convenience of the employer, regardless of location, whose main purpose of the meeting is the active conduct of business, which means, business is being discussed during the entire meal process, may be considered for reimbursement.

Employees must submit original receipts with their reimbursement request. The receipt must show the amount of the expense, the date of the expense, the location of the expense, and the business reason for the expense. These receipts must be the original, fully itemized receipt identifying the amount of any applicable tips or gratuity, what was purchased, and from whom. Tips may be added up to 20% of the total cost, as appropriate. Debit card or charge card receipts are not acceptable on their own but should be attached to the itemized receipt.

The City will not reimburse employees for the purchase of alcoholic beverages or snacks.

The use of a City issued credit card or "Purchasing" card is appropriate for the purchasing of meals deemed reimbursable by this policy.

Reimbursement requests may be reviewed by Management prior to issuance and may be reviewed by City auditors and/or IRS auditors for compliance with City policy and/or IRS regulations. These reviews may involve a review of receipts for location of vendor, items to be reimbursed, advance travel authorization, the business purpose, and may involve obtaining further clarification from the department head and/or the employee.

Individual departments may institute departmental policies that are more restrictive, but

~~individual department policies cannot be less restrictive, unless mandated by State or Federal guidelines.~~

4.16 PROMOTION/TRANSFER & STATUS CHANGES

Promotion/Transfer

All qualified employees wishing to apply for the vacancy shall file an application as indicated on the posting. All applicants will then be jointly processed according to established selection procedures, as indicated in this handbook or civil service procedures for civil service positions.

A promotion/transfer shall be treated the same way as a new appointment insofar as it is necessary to successfully complete the probationary period. If the promoted employee does not complete the probationary period successfully, they may be reinstated in their former position at the last held status if the position is available.

The period for returning an employee to their previous position may be extended up to an additional six months provided such an action is approved by the department director and the City Manager.

An employee who is returned to their previous position shall receive a reduction in pay equivalent to the increase received at the time of promotion.

Status Changes (Full-Time and Part-Time)

An employee's status may change from part-time to full-time or from full-time to part-time based on operational needs, employee ~~request~~requests, or position changes approved by the City.

A change in status may affect an employee's eligibility for benefits, accrual rates, and participation in City-sponsored programs. Benefit eligibility and accruals will be adjusted in accordance with applicable City policies, plan documents, and, where applicable, collective bargaining agreements.

Employees transitioning from part-time to full-time status will become eligible for benefits in accordance with City policy and applicable waiting periods. Employees transitioning from full-time to part-time status may lose eligibility for certain benefits, including but not limited to health insurance, leave accruals, and educational assistance, unless otherwise specified.

Changes in status will be effective at the beginning of a pay period, unless otherwise approved by the City.

Employees will be notified of any changes to their status, including the effective date and impact on compensation and benefits.

4.17 RE-EMPLOYMENT

All former employees are considered new hires and have no accumulated rights or benefits from previous employment with the City.

4.18 RESIGNATIONS

It is the responsibility of an employee who plans to resign to notify their department director or the City Manager in writing in advance as follows:

- At least two weeks' notice for all regular employees.
- At least one week's notice for all seasonal employees.
- At least four weeks' notice for the position of department supervisor, department director, or above

If an employee does not report for scheduled work hours three consecutive days/shifts, without communication, to their supervisor the City will consider their actions to be a voluntary resignation. Upon separation from employment with the City, group benefits will terminate at the end of the month in which separation occurs. Wellness benefits will terminate immediately upon separation.

4.19 REDUCTION IN FORCE

When it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, layoff of employees will be accomplished with due consideration to status, length of service, performance evaluations, and Civil Service mandates on seniority.

4.20 OFFICIAL PERSONNEL FILES

The Administrative Services office shall be responsible for maintaining the official personnel file for each employee. These files shall be confidential and shall contain the complete history of each employee during employment by the City. Each file shall consist of, but is not limited to: inventory of contents, commendations, reprimands, performance evaluations, promotion, transfer, accidents or damage involving City property, employment application and education, or special training received at City expense.

Employees have the following rights as they pertain to their own personnel file. The right to:

- Have access to the file at any reasonable time and with proper supervision.
- Have a copy of items placed in their personnel file.
- Have the opportunity to respond to unfavorable information.
- Know how information is being used internally, and
- Reasonable precautions, assuring the employee that the information will not be misused.

An employee shall not have access to employment references written for the employee. Employees may examine their personnel files and obtain copies of their contents by contacting the City Manager. Appointments for reviewing an employee's personnel file will be set at a date and time that is reasonable and convenient for both the employee and the City Manager or their representative. Requests for such examination shall be in writing, and the examination shall be in the presence of the City Manager or their representative. All copies made for the employee shall have each page marked "copy." The Administrative Services office may assess a reasonable fee for copies provided.

The employee shall sign a form stating the date and time they began to examine the personnel

file, and the time when the file was returned to the City Clerk. At no time can the personnel file be removed from the City Hall. No employee or former employee is to be allowed to remove or alter the contents of any file.

~~The li~~information from the emergency contact form may be used on the employee's behalf in case of an emergency or illness.

4.21 RECORDS

The City shall maintain original copies of service records for each employee through the Administrative Services office. The service record will indicate the individual's name, title of position held, the department to which it was assigned, salary history, changes in employee status, and other pertinent information. Each employee shall promptly report all changes of name, address, and telephone number to the Human Resources Department and the employee's department director.

Any temporary or long-term change in the employment status of an employee shall be reported by the department director to the Human Resources Department and City Manager.

All employee personnel records shall be kept and maintained in accordance with State law. Employment applications for ~~persons~~people who have not been hired must be retained for a period of five years.

4.22 REFERENCES

Only the City Manager or their designee is authorized to release information regarding job references. If an employee requests a formal reference ~~on City letterhead~~, Human Resources must be consulted and approval obtained from the City Manager.

4.23 MEAL BREAKS AND REST PERIODS

The supervisors will establish meal breaks and rest periods. The rest period is not an employee right and the period may never be used as a valid reason for failure to perform tasks that have been directed by management.

Every employee, except public safety personnel, who work six consecutive hours or more in one day will be ~~provided~~provided with a minimum of at least a one-~~half hour~~half-hour lunch period. No employee may work through lunch and be excused from work early or paid for such time except with the permission of the department director, which may be granted on an infrequent basis.

Each employee shall be allowed an unpaid lunch period to be scheduled generally in the middle of the work shift. Lunch periods shall be scheduled by the department director, considering department needs. Such periods will not be more than one hour or less than thirty minutes. Each employee shall also be scheduled for one fifteen-minute break during the first four hours of their shift and one fifteen-minute break during the second four hours of their shift. Lunch and break periods combined may not exceed sixty minutes in any one work shift.

Police Oofficers and Ffirefighters/Paramedics/EMTs shall not be relieved during their break period/s from their responsibility to handle police, fire, or other emergency calls.

For unnon- scheduled emergency work where any full-time regular employee works five (5) or more consecutive hours outside of their regular shift, the employeethey shall submit a reimbursement request for up toreceive a $15.00 for a per diem meal. voucher or compensation.

4.24 OUTSIDE EMPLOYMENT

Full-time employees shall not engage in any off-duty employment that is or may result in direct conflict with their job responsibilities for the City of Clive. Those full-time employees who have outside employment or self-employment must notify their supervisor of the situation and advise of any potential conflicts. Police departmental rules and regulations govern off-duty employment by police officers.

4.25 USE OF CITY-OWNED VEHICLES

City-owned vehicles will be provided to those employees or their designated representatives who are subject to emergency calls. Employees provided with vehicles include the Fire Chief, Police Chief, on-call detectives and narcotics officers, Public Works Director, Public Works Operations Administrator, and a fire duty officer. It is beneficial to the Citycity to have these employees take City vehicles home. Since the City requires the above-mentioned employees to commute in a Citycity vehicle, the value of their commute is included in their income. Under a special IRS rule, the value of each one-way commute (from home to work or from work to home) is $1.50. The employee should keep records to verify the number of commuting trips made. The total value of all commuting trips will be reported on the employee'semployees' W-2 form each year.

City vehicles shall be used in the most economical and efficient manner, solely for the performance of City business. No City-owned vehicles shall be used for personal benefit or personal business, unless authorized by the City Manager.

When extended trips are required, authorization may be given by the City Manager allowing an employee to use their personal automobile for official City travel. Reimbursement to the employee for use of their personal automobile shall be at the rate per mile authorized by the City Council. Motor vehicle driving records will be checked no less than annually for each employee required to drive as part of their duties.

4.26 USE OF PRIVATE VEHICLES

If the City employee is required to use private transportation to fulfill the job requirements of employment by the Citycity, a mileage reimbursement is authorized for all trips approved by the appropriate department director. Use of a private motorcycle for work purposes is strictly prohibited.

Whenever practicable, employees shall use City vehicles, and the most direct route should be

used. When the use of private vehicles is authorized to fulfill job requirements, the mileage reimbursement shall be computed at the rate established by the Internal Revenue Service. The per-mile reimbursement includes all costs incurred in connection with the operation of the vehicle. When the use of private vehicles is authorized to fulfill job requirements outside of the State of Iowa, pre-authorization is required by the City Manager. Employees who use their personal vehicles for City business are required to provide updated proof of insurance annually. Concurrently, the City conducts annual driving record checks to ensure continued eligibility to operate a vehicle for City business. Upon expiration or update of a driver's license, employees shall provide a copy to Human Resources. ~~Proof of insurance is required of all employees using their personal vehicles for City business.~~

All employees operating official vehicles, equipment, personal vehicles, and rental vehicles~~cars~~ on official business, along with all ~~and~~ other occupants, are required to wear seat belts and shoulder restraints. Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes, but is not limited, to pick-up and truck boxes, fenders, steps, and bumpers. The only exception to this policy is when the driver and front-seat occupants are engaged in work requiring frequent exiting of the vehicle, provided they travel at a speed not exceeding 25 mph. Failure to comply with these rules is a violation of City safety policies and may result in~~, which is cause for~~ disciplinary action.

4.27 ELECTRONIC COMMUNICATION

Electronic email is pervasively used in almost all business ~~industry~~industries and government agencies and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks. It is therefore important for users to understand the appropriate use of electronic communications.

A. Purpose

The purpose of this email policy is to ensure the proper use of the City of Clive's email system and make users aware of what the City deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the City of Clive Network.

B. Use

All use of email must be consistent with City of Clive policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

A City of Clive email account should be used primarily for City business-related purposes; personal communication is permitted on a limited basis, but non-City-related commercial uses are prohibited.
Email is to be considered a City business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

Email that is identified as a City of Clive business record shall be retained according to the City of Clive Record Retention Schedule.

The City of Clive email system shall not to be used for the creation or distribution of any messages that would violate the City's policies, including but not limited to messages that are defamatory, discriminatory, harassing, or retaliatory or reveal confidential or proprietary information. The City prohibits the use of its ~~City~~city email addresses for political purposes (campaigns, advocacy for ballot issues, etc.). Employees who receive any emails with this content from any City of Clive employee should report the matter to their supervisor immediately.

Users are prohibited from forwarding City of Clive email to a third-party email system (noted below).

Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct City business, to create or memorialize any binding transactions, or to store or retain email on behalf of the City of Clive. Such communications and transactions must be conducted through proper channels using City-approved documentation.

Using a reasonable amount of City of Clive resources for personal emails is acceptable, but non-work-related emails shall be saved in a separate folder from work-related emails. Sending chain letters, personal solicitations, or joke emails from a ~~City~~city email account is prohibited.

City of Clive employees shall have no expectation of privacy in anything they store, send, or receive on the City's email system or any server or hardware maintained by the City.

The City of Clive is not obligated to monitor email messages; however, the City reserves the right to review, monitor, audit, and disclose, without prior notification to employees, all communications and data created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

C. Compliance

The Technology Services Department will verify compliance with this policy through various methods, including but not limited to periodic walk-throughs, business tool reports, internal and external audits, and feedback to Technology Services and the department director.

Any exception to the policy must be approved by the Technology Services Department in advance.

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. The City reserves the right to advise appropriate law enforcement authorities of any violation of the law.

Nothing contained in this policy shall be interpreted as interfering with an employee's rights under Section 7 of the National Labor Relations Act or the Public Employment Relations Act.

D. Internet

Internet/intranet/extranet access is granted exclusively for employees and other approved users for the purpose of conducting approved business purposes.

E. Authorized and Unauthorized Usage

Personal or incidental use is authorized for limited purposes and will be subject to the following guidelines:

The use must not constitute a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest; usage for such a purpose is prohibited.

Personal use is on personal time (hours not charged to the employer) and must not interfere with City business or normal work activities, and not adversely affect performance of the employee, surrounding employees, the organization, or City business functions.

Illegal, obscene, pornographic, or discriminatory material must not be accessed, viewed, downloaded, or sent. NOTE: Members of criminal investigative teams within the City's police department are exempt from this unauthorized use if access is necessary to fulfill the function of their job duties.

Use must not involve any illegal or unethical activity (*e.g.*, gambling, Warez sites containing pirated software, movies, games, or illegal hacking/cracking tools).

Transmitting or sending sensitive or proprietary information, including software applications or personal information, to unauthorized persons or organizations is prohibited. Authorization for any transmission of personally identifiable information ("PII") must be approved by a supervisor prior to transmission and done using authorized protocols (*e.g.*, encryption, VPN, SSL).

Downloading or sending unapproved software, computer viruses, malicious code, or any unauthorized attempts to access another person's data or City's intranet are prohibited.

The addition of any hardware that would allow additional access to the Internet is prohibited.

Users ~~should not~~shall not bring~~/~~ or use personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, or other data storage media) to connect them to the City's internal network systems without permission from Technology Services. Personal electronic devices used in violation of this policy are subject to inspection and will subject the owner to disciplinary action.~~.;~~ ~~l~~if a user does not wish ~~his or her~~for their personal computer or other devices inspected, ~~then~~ the user should not connect the device to City systems or networks. ~~bring those items to work.~~

NOTE: This policy does not apply to ~~include~~ personal device connections to City~~-~~ owned **public** W~~w~~i-F~~f~~i ~~connections~~ networks for ~~the~~ purposes such as~~of~~ training~~, and~~ education, emergency management, or similar authorized activities~~etc~~.

Users may not download software from any outside systems without permission from the Technology Services. Users should not use any externally provided software without first getting approval from Technology Services. Users should not download unapproved or unauthorized software from the Internet. Users are responsible for determining the sensitivity and need for further encryption to secure City confidential or sensitive information prior to posting, transmitting, or sending it via the Internet. If unsure, the user is responsible for contacting Technology Services.

F. Privacy and Monitoring

By using the Internet access provided by City, users agree to this policy and acknowledge that records of Internet access, such as sites visited, images reviewed, and email sent, may be recorded, and monitored by Technology Services at any time with no expectation of privacy and that:

The City owns the rights to all data and files in City computers, network, or other information systems, subject to applicable laws. Users may not access networks, servers, drives, folders, or files to which the user has not been granted authorization. Users may not destroy, delete, erase, or conceal files or other data, or otherwise make files or data unavailable or inaccessible. In addition, users may not access another employee's computer, computer files, or electronic mail without authorization from their supervisor.

The City licenses the use of certain commercial software application programs from third parties for business purposes. Third parties retain the ownership and distribution rights to this software. Users may not distribute licensed software for personal use.

Electronic mail ("email") messages sent and received using our equipment or Internet access are not private and are subject to viewing, downloading, inspection, release, and archiving by us. The City has the right to inspect files stored in "private" areas of the City network or on individual computers or storage media that use City resources, to assure compliance with City policies and applicable state and federal laws. The City reserves the right to review, monitor, audit and disclose, without prior notification to employees, all electronic mail messages (including personal/private/instant messaging systems) created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

G. Reporting of Internet Abuse

Employees are encouraged to report any concerns regarding behavior that may violate this or any City technology policy, to a supervisor or Technology Services. It is everyone's responsibility to ensure the City's resources are used properly. No employee will be reprimanded or retaliated against for making good faith complaints.

If an employee would prefer to make an anonymous complaint, EideBailly LLP, the City's audit firm, provides employees the ability to anonymously report wrongful behavior such as abusive or unauthorized Internet activity possibly originating from the City's network. Reporting can be

done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline. Complaints of abuse will be forwarded to Technology Services if applicable for investigation.

H. Social Media/Open Forums Use-Limited to Personal Time

The City supports self-expression, including the right to express oneself to others via Internet blogs, social web pages, posting on open forums, or speaking during public events. Online social networking sites and other online communication platforms and technologies, such as Facebook, LinkedIn, Twitter, YouTube and blogs, are primarily aimed at personal relationships and communications among individuals. While users may use these media to communicate with friends and family outside of work, users should be mindful that whatever users publish will be public for a long time and is available to City and vendors, customers, and citizens to view. Some points that the ~~City~~city encourages users to consider when writing or expressing themselves publicly:

- Conduct themselves in a professional and businesslike manner, even if ~~the communication~~communication is personal in nature.
- Do not reference or discuss the City's suppliers, vendors, customers, associates, contractors, potential business relationships or opportunities, competitors, or any entity in which the City does business, or anything that might adversely ~~impact~~impact on the City's business relationships.
- Do not make statements about the City's financial performance.
- Do not use these media outlets for City marketing or public relations.
- When users are participating in social networking sites, users must be transparent that their thoughts are their own. Unless the City officially designates the user, in writing, to speak or write for the City, users should never state that they write or speak on behalf of the City or that their viewpoints are the same as the City, and users should make this clear to those reading or listening to their points of view. Users may consider a disclaimer to this effect but note that it may not excuse improper or illegal conduct.
- Do not disclose private, internal-use only, ~~copyrighted~~copyright, or confidential information belonging to the City or third parties, including employees, associates, suppliers, vendors, competitors, customers, or any other person or entity that associates or does business with the City. Such information includes personally identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers, or financial account numbers). Users should also not mention customers, vendors, potential business relationships or opportunities, or competitors in their social media activity. Users should use common sense and courtesy and should strictly follow the City's policy on preserving confidential information.
- For social networking sites such as LinkedIn where personal and professional references are the focus: If users are representing themselves as a ~~City~~city employee, users may not provide professional references about any current or former employee, contractor, vendor, or contingent worker. Users may provide a personal reference or recommendation for current or former City employees, contractors, vendors, and contingent works provided (1) the statements made, and information provided in the reference are factually accurate, and (2) users include the disclaimer "This reference is

being made by me in a personal capacity. It is not intended and should not be construed as a reference from the City or any of its affiliated entities."

In addition to City rules on confidentiality, the City requests that users follow all other applicable guidelines when commenting in an open forum.

What users write or say, and how users write or say something, is up to each user. However, the City provides notice that it reserves the right to read what users write or say publicly and decide if it meets the professional standards of the City or damages the City. Written or stated comments harmful or damaging to the City or to its employees, associates, suppliers, vendors, customers, or any other person or entity that associates or does business with the City may lead to discipline up to and including termination-even if done on an employee's own time and while using the employee's own devices. This provision does not in any way restrict users' right to engage in protected activity under Section 7 of the National Labor Relations Act.

Do not use vulgar, obscene, threatening, discriminatory, or defamatory language, including but not limited to language or content based on any protected class, status, or characteristic. Prohibited language or content also includes soliciting sex or otherwise violating the laws regarding minors and their protection. Users that violate child protection laws, including solicitation of sex from minors, or posting of illegal pornographic material, will be subject to discipline including, but not limited to, termination of employment.

4.28 GENETIC INFORMATION NONDISCRIMINATION ACT

The City complies with Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which protects applicants and employees from discrimination based on genetic information in hiring, promotion, termination, pay, fringe benefits, and all other terms and conditions of employment. "Genetic information" includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases and disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

In accordance with GINA, the City does not intentionally collect, maintain, or use genetic information about applicants or employees or their family members in any decision concerning whether to hire an applicant or the terms, conditions, or any aspect of employment of an employee. GINA permits certain limited circumstances under which an employer may acquire genetic information, such as:

- Inadvertently obtaining the information
- Acquiring genetic information in connection with a wellness program and certain privacy precautions are taken.
- Requiring family medical history in compliance with Family and Medical Leave Act (FMLA) certification provisions
- Acquiring the information through publicly available documents containing family medical history information
- Conducting genetic monitoring of biological effects of toxic substances in the workplace

and certain privacy precautions are taken; or
- Providing DNA analysis services for law enforcement and the information is necessary to rule out employee sample contamination.

Any genetic information collected in connection with the approved circumstances outlined above will be maintained in the same type of separate confidential files required for medical information under the Americans with Disabilities Act. Genetic information may not be disclosed without employee consent except in very limited circumstances.

If you believe or suspect the City has acquired, disclosed, or used genetic information in violation of GINA, or has otherwise discriminated against any applicant or employee based on genetic information, promptly report the suspected violation to your supervisor, department or division manager, or the Human Resources Manager. There is no need to follow any formal chain of command when filing a complaint or when discussing or expressing any issue of concern regarding an alleged violation of GINA or alleged discrimination based on genetic information. You may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Human Resources Manager at any time.

The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting or participating in a complaint investigation. Violation of this anti-retaliation policy will result in disciplinary action against the offending employee, up to and including possible termination of employment.

4.29 ALTERNATIVE WORK ARRANGEMENT (AWA) POLICY

Purpose

The City of Clive supports a flexible and positive work environment. This policy is designed to help employees balance work and personal life, improve job satisfaction and performance, and support employee retention—all while continuing to provide high-quality city services.

Remote work allows employees to work at home or other approved locations for all or part of their work week. The City of Clive (the City) considers remote work to be a viable work option when both the employee and the assigned job duties are suited to such an arrangement. Remote work may be appropriate for some employees and job classifications, but not for others. Remote work is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City.

Eligibility

Generally, full-time employees requesting Alternative Work Arrangements (AWA) must ~~have been~~be employed with the City of Clive for a minimum of 12 months of continuous, regular employment, must occupy roles suitable for flexible or remote scheduling, as determined by the Department Director, and must have a satisfactory performance record. ***Exceptions to the 12 months of continuous service requirement may be made at the discretion of the City Manager.***

Before entering into any AWA agreement, the employee and the appropriate Department

Director, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** Certain positions, particularly in public safety, emergency response, and field-based roles, may not be eligible due to essential operational requirements. The employee and supervisor will assess the needs and work habits of the employee. Employees must be in good standing, performing satisfactorily or higher.
- **Job responsibilities.** The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for an Alternative Work Arrangement.
- **Equipment needs, workspace design considerations, and scheduling issues.** The employee and supervisor will review the physical workspace needs and the appropriate location for an Alternative Work Arrangement.
- **Appropriate training**, as determined by Human Resources, has been given to the supervisor and employee to ensure accountability for the AWA period.

If the employee and supervisor agree, and the Human Resources Department concurs, AWA will be prepared and signed by all parties, and a three-month trial period will commence.

Request and Approval Process

- Employees interested in a flexible schedule must first discuss the proposal with their immediate supervisor.
- Employees must submit a Flexible Work Schedule Request Form to their supervisor, specifying the requested arrangement and justification.
- Supervisors will evaluate requests based on job responsibilities, impact on department operations, team collaboration, and service continuity.
- Final approval rests with the Department Director, and Human Resources may be consulted, as necessary.
- A formal remote work agreement is signed by the employee, supervisor, and Human Resources.

Alternative Working Arrangement Options: Employees may request:

1. **Flextime:** Variable start/end times within a defined range, typically two hours around standard hours, maintaining required daily/weekly hours.
2. **Irregular Workweek:** Employees may work extended hours as a result of their job function needs during the evenings or on the weekend, such as Leisure Services programming staff and Technology Services staff for IT support.
3. **Adjusted Lunch Breaks:** Employees may adjust the timing or length of lunch breaks within departmental guidelines, provided service levels are maintained.
4. **Remote Work (Telework):** Employees may perform job responsibilities from an alternate location, including home, subject to approval based on the position's requirements and availability of technology and resources. It is limited to 1-2 days week unless otherwise authorized by the City Manager.

Employee Responsibilities

- Stay in regular, timely contact with your supervisor and team.

- Make sure in-person service points are staffed, based on your department's needs.
- Continue providing excellent customer service.
- Keep your work and department running smoothly.
- Remote workers must stay just as productive as if they were in the office. Working remotely should not negatively affect coworkers or overall department performance.
- Follow your approved schedule and accurately track your working hours using the City's systems.
- Create and maintain a secure and effective workspace, especially when working from home.
- Always act professionally, keep information confidential, and respond promptly to others.

Supervisor and Department Head Responsibilities

- Fairly evaluate and consistently apply policy guidelines.
- Monitor productivity and operational impacts.
- Clearly communicate expectations and schedule modifications.
- Ensure adequate department coverage and service standards.

Time Worked

Generally, employees should be available via phone, email, and virtual meetings during their normal work hours. The employee will remain accessible and productive during scheduled work hours and available via phone call, email, or virtual meetings. At the beginning of the shift, the office phone is forwarded to the cell phone, and the camera is on during virtual meetings (Teams, Zoom, Google Meet, etc.).

AWA workers will record all hours worked, including meal periods (of at least 30 minutes) taken in accordance with regular timekeeping practices. Employees will be required to accurately record all hours worked using miPay, as well as any hours not worked due to taking vacation, personal, sick, or compensatory time away. This is especially important for those employees who are not exempt from the overtime requirements of the Fair Labor Standards Act. Hours worked in excess of those scheduled per day and workweek require the advance approval of the Alternative Work Arrangement worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the AWA and disciplinary action.

It is the employee's responsibility to determine any income tax implications of maintaining a home office. The City will not provide tax guidance, nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

Implementation and Trial Period

AWA are on a trial basis for ninety (90) days and may be discontinued at any time during that period at the request of either the employee or the employer. Every effort will be made to provide appropriate notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of an AWA. There may be instances, however, when

very little notice is possible due to certain circumstances and/or business emergencies related to the conditions of the physical facilities, such as building damage, natural disaster/storm events, etc.

Ongoing Review and Modification

Evaluation of employee performance during the trial period will include regular interaction by phone, e-mail, and virtual meetings (Teams, Zoom, Google Meet, etc.) between the employee and the supervisor, and weekly face-to-face meetings (either in person or virtually) to discuss work progress and any issues. At the end of the trial period, the employee and supervisor will each complete an informal evaluation of the arrangement and make recommendations about continuance or modifications. Evaluation of AWA performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Appropriate communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and employee will communicate at a consistent level with employees working at the office or in a manner and frequency appropriate for the job and the individuals involved.

AWA is not designed to be a replacement for appropriate childcare, other familial caregiving commitments, or because of an employee's inability to report to work (such as loss of a driver's license due to suspension, revocation, etc.). Unique exceptions may be made by the City Manager. The focus of the arrangement will remain on job performance and meeting City service delivery demands. Prospective AWA workers are encouraged to discuss the expectations of AWA with family members before entering a trial period.

The employee will comply with all City of Clive rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

Any employee approved for Alternative Work Arrangement is subject to being recalled from AWA and should be prepared to report to their normal physical work location upon request of their supervisor or department director.

Equipment

The City will determine the appropriate equipment and office supplies needed for ~~each AWA~~each AWA, as the primary resource in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for City business, and employee conduct shall be consistent with the requirements outlined in section 4.27 Electronic Communication of this handbook. ~~only~~. Employees must sign an inventory of all City-owned property received via the AWA and agree to take appropriate action to protect the items from damage or theft. If City-owned equipment is damaged/destroyed due to misuse or negligence in caring for the equipment, the City will request reimbursement from the

employee. Employees will be required to sign a receipt of itemized equipment and an agreement to reimburse the City or to authorize a payroll deduction to cover any such loss or damage. Upon termination of employment, all City property will be returned to the City.

The employee will establish an appropriate work environment within their home. For employees approved for a set schedule of AWA, the expectation is that they work from their homes. ***A set schedule of AWA is NOT designed for the employees to work in other locations outside their own residences***. The City will not be responsible for costs associated with the setup of the employee's home office.

The employee will be responsible for securing and maintaining reliable internet service with sufficient capacity (at least 20MBS) to support the employees' required job duties with minimal disruption. The employee must use a City-provided laptop to work remotely. If the employee does not have a City-provided laptop, one can be checked out from Tech Services.

Security

Consistent with the City's expectations of information security for employees working at the office, AWA employees will be expected to ensure the protection of proprietary information accessible from their home office. Care should be taken that no other household members or visitors to the employee's household are allowed to use or access City-owned computers, laptops, keyboards, monitors, etc. Employees must abide by all computer usage policies as if they were working in the office.

The employee will not make any changes to security or administrative settings on City equipment. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained in a home office location and in conjunction with their regular work duties may be covered by the City's workers' compensation policy. Employees are responsible for notifying the employer of such injuries exactly as they would if they were physically at work, utilizing the first report of injury via the City's workers' compensation protocol, and completing an incident report as soon as possible.

Under no circumstances should employees arrange to meet with third-party vendors, city business partners, etc., in their homes; those types of face-to-face meetings, when necessary, are to be scheduled at a city facility. The employee will allow the employer to have access to the AWA location for purposes of assessing safety and security, upon reasonable notice by the City.

Ad Hoc Arrangements

Temporary remote work may be approved for circumstances such as inclement weather, special projects, or business travel. Approval of temporary arrangements may be at the discretion of the supervisor, with potential review and approval by the City Manager on an as-

needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave (FMLA or sick leave) to the extent practical for the employee and the City, and safe for the employee with the consent of the employee's health care provider, if appropriate.

All informal AWA are made on a case-by-case basis, focusing first on the business needs of the City.

Exceptions and Special Circumstances
This policy does not supersede collective bargaining agreements, civil service rules, or emergency operations policies. Remote work and flexible schedules may be suspended during citywide emergencies or operational needs.

PERFORMANCE EVALUATION

5.1 PERFORMANCE EVALUATION AND RECOGNITION

Performance evaluation refers to the formal assessment of the employee's performance in relation to the job description, commitments, and journal entries. This evaluation, conducted annually, has both written and oral components. Using effective performance management means this formal evaluation will contain no surprises. It should simply summarize feedback given throughout the review period.

The new performance tool NEOGOV Perform provides a more streamlined evaluation process focused on five key competencies and the ability for the evaluator to provide a narrative for why they rated the employee on the competency and what commitments they see for the employee in the next year. A numerical score is utilized for each competency with a final average calculated at the end to identify where the employee's performance is on the pay matrix.

5.2 PLANNING AND DEVELOPING

Once you have completed the evaluation, the planning process should begin again with a two-way dialogue between the employee and supervisor. A specific date/timeframe is required in the middle of the next year (six-month check-in) to meet with the eEmployee. The check-in provides a time set aside to see how the Employee is progressing on their commitments established during the evaluation phase and for discussion on an individual performance/development plan.

5.3 MONITORING, OBSERVATION AND DOCUMENTATION

Feedback is given to both 1) recognize outstanding performance and 2) provide constructive strategies to change or improve performance. Monitoring, observation, and documentation refer to making notes of observable behaviors/results indicating whether an employee's performance is on track. Feedback is provided through ongoing communication between supervisor and employee regarding the employee's observed performance or behaviors. The result of giving effective feedback is a clear understanding of an employee's progress toward, or

challenges in, meeting established commitments.

OCCUPATIONAL HEALTH AND SAFETY

6.1 CLOTHING ALLOWANCE

Upon approval of the City Council, regular employees will be furnished with all safety equipment required for the job by Iowa Occupational Safety and Health Administration (IOSHA) or Occupational Safety and Health Administration (OSHA), and at the City's ~~Council's~~ discretion any other personal safety equipment deemed necessary or useful to the job. Seasonal employees will be provided safety equipment as necessary and required for the job assignment. Steel-toed boots are not paid for by the City for seasonal employees. For further guidance, refer to the applicable departmental policy manual.

6.2 OFF-THE-JOB INJURIES

An employee who suffers an off-the-job injury or illness that temporarily leaves them unable to perform their full job duties will be required to submit a release to return to work from their private physician to their department director. At the discretion of the department director, the employee may also be required to satisfactorily pass a functional capacity test and examination by the City's designated physician, at the City's expense, before returning to work.

An employee who experiences a non-work-related injury or medical condition for a period that exceeds 10 calendar days may be required to successfully complete a functional capacity Fit for Duty test prior to returning to work. An employee must have a documented full release from their personal physician with no restrictions prior to taking the functional capacity test and returning to work.

The employee must meet the job level requirements or the previously documented baseline for their position. The City of Clive will pay for the first functional capacity test following a non-work-related injury or medical condition. Failure to meet the job level requirements or previously established baseline will result in an employee's inability to work in their present position. Dependent upon availability a job transfer may be assigned, or loss of employment may result. Based on the circumstances surrounding the employee's medical condition, long-term disability may be an option.

6.3 WORKERS' COMPENSATION EXPOSURE AND INJURY

The City of Clive has a sincere concern for ensuring the health and safety of its employees while they are engaged in their daily working operations. The efficiency of City government operations is directly related to the competence and wellbeing of all employees. The City acknowledges its obligation, as an employer, to provide safe working conditions for employees, and, as a governmental unit, to provide a safe environment for the public that benefits from these services.

All related billings and records of time off due to occupational illness must be forwarded to the

Human Resources ~~Department.~~Department. Occupational illness claims will be filed under worker's compensation insurance. To receive supplemental pay while out of the office for a workers' compensation illness or injury please complete and sign the Supplementation of Workers' Compensation Benefits.

6.4 WORKERS' COMPENSATION PROCEDURE

Employees are to promptly report any on-the-job hazard to their supervisor. All employees are to adhere to City safety policies and if found to have violated any of them, they shall be subject to disciplinary action.

All accidental on-the-job injuries or illnesses, whether requiring medical attention or not, shall be reported by the employee to the department director or supervisor on duty as soon as possible, but not later than 24 hours after the accident occurred. For more information on the workers' compensation claim procedures please refer to the City of Clive Work Comp Claim Procedures-All Departments.

If an employee suffers an injury or disablement as the result of occupational disease, arising out of and in the course of their employment with the City, they should follow the same procedure previously stated for reporting the accidental injury.

6.5 TRANSITIONAL DUTY

It is the policy of the City to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to conditions related to pregnancy, work-related or non-work-related injury or illness. By providing temporary transitional or modified work activity, injured or limited employees remain an active and vital part of the ~~City~~city. Return to Work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.

A. Scope:

All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness or conditions related to pregnancy, may be eligible for temporary work duties within the provisions of this program.

B. Application:

It is the employee's responsibility to inform the attending physician that the ~~City~~city provides a Transitional Duty Program.

If work is available, which meets the limitations/restrictions set forth by the attending physician, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and the employee's eligibility for a temporary assignment will be based on medical documentation and continued recovery. Please refer to the Temporary Transitional Duty form which must be completed and signed by the employee.

An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination.

~~An employee who is~~Employees unable to return to ~~his or her~~their regular job, but are~~is~~ able to ~~can~~ perform transitional duty, must return to transitional duty if such duty is available. ~~-~~Failure to do so may result in reduced ~~not being eligible to receive full~~eligibility benefits for benefits under the worker~~'~~s' compensation program, if applicable, may result in disqualification for certain employee benefits, and in some cases termination. ~~-~~A ~~formal~~ Transitional Duty Form~~notice~~ will be given to each eligible employee for their review and signature.

Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. ~~-~~Eligibility will be based upon review of the employee's attending physician's documented declaration of the employee's limitation/restriction. ~~-~~An employee on modified duty will be considered part of the regular shift staffing, with ~~recognition~~ consideration given to~~of the~~ the employee's work restriction and limitations ~~in the department~~.

C. Procedure:
Transitional duty shall consist of the employee's normal work schedule, or a restricted work schedule in coordination with the employee's normal work schedule, when possible. However, dependent upon the employee's limitations/restrictions and available work, it may be possible to design a temporary schedule to accommodate the restrictions during a shift when such work is available/manageable.

D. Payment of Wages during Transitional Duty, Work-related injury or illness:
If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' compensation statute, with regard for the "waiting period," and City policies.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift or up to twelve (12) hours of sick leave per shift for Fire Lieutenants. Employees performing modified duty on a restricted work week (during the first 90 days of a worker~~'~~s~~'s~~ compensation leave) will receive payment for hours worked from the City and the hours not worked will be reimbursed according to state Worker~~'~~s~~'s~~ Compensation guidelines.

Fire Lieutenants working transitional duty assignments as the result of an accidental on the job injury or illness will be scheduled on a forty-eight (48) hour work week. Their pay will be according to their normally scheduled 2,920 annual hours.

E. Payment of Wages during Transitional Duty, Non-work-related injury or illness or

Conditions Related to Pregnancy:
An employee performing transitional duty for their normal work schedule shall receive their regular hourly rate for all hours worked.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift.

Fire Lieutenants working transitional duty assignments as the result of an off the job injury or illness will be scheduled on a forty-eight (48) hour work week.

F. Vacation/Holiday:
If an employee has a vacation, or there is a holiday, while on transitional duty, they shall be entitled to their regular vacation selection or holiday pay as if they normally would have had it.

G. Medical Appointments:
Medical appointments that conflict with working hours must be coordinated, insofar as possible, in advance, with the employee's supervisor. Appointments are to be scheduled ~~as to~~so as not to interfere with working hours if possible. Non-emergency medical appointments **not** scheduled in advance may result in ~~be cause for~~ denial of the requested time off or make the time ~~and subsequently~~ ineligible for payment, with exception of FMLA eligible events. It is the employee's responsibility to keep the City informed~~apprised~~ of their status after each physician visit.

H. Family Medical Leave:
In the case of reduced work hours, Family Medical Leave may be applied to the hours not worked.

In the case of an employee choosing not to participate in the Transitional Duty Program, unpaid Family Medical Leave may be applied.

If an employee is unable to return to their regular job or transitional duty, the absence must be approved under the Family Medical Leave program the "Certification of Health Care Provider" form should be submitted to Human Resources. For this purpose, a Family Medical Leave Request form must be submitted to the City.

Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if possible. If an employee is unable to return to any available work, their job position may be filled after a reasonable time. When able to do so, employees will be entitled to return to a suitable position, if available and consistent with any limitations. However, employees must keep the City regularly informed of their status and any changes in their condition.

I. Returning to Regular~~Full~~ Duty:
All employees must provide documentation from their attending health care provider so

that they can return to regularfull duty.

All fulltimefull-time employees must provide documentation from their attending health care provider that they can return to regularfull duty as well as (when applicable) a release stating that the employee may undergo a return to work, fit for duty, functional capacity p test, or other physical review as deemed necessary.

Permanent rRestrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Forms for Temporary Transitional Duty and Supplemental Pay can be found at Clive365 and by following the link.

6.6 HARASSMENT

With specific reference to sexual harassment, it is the policy of the City of Clive, Iowa, to strictly prohibit harassment based on sex, and to maintain a professional and quality working environment for all employees. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment also encompasses harassment of subordinates or co-workers basedco-workers-based race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions) or any other classification protected by law.

Examples of harassment include, but are not limited to, the following:

- Threats
- Offensive jokes, gestures, remarks, or innuendo
- Subjecting employees to ridicule, invasions of psychological space, demeaning terms for one's sex, terms of endearment, slurs, or derogatory actions.
- Basing employment decisions or practices on submission to harassment
- Refusal to cooperate with employees in performing work assignments.
- Actions that are sexual in nature
- Speculation or inquiries about another person's sex life
- Display of sexually explicit material in the workplace

- Abusing the dignity of an employee through insulting or degrading remarks or conduct, subjecting an employee to demeaning or degrading activities to gain acceptance.
- Disciplining or terminating an employee because of work incompatibility that is caused by prohibited discrimination.
- Retaliation for having filed a harassment charge or having assisted or participated in any manner of harassment investigation or hearing. Retaliation may include but is not limited to open hostility or expressions of hate; excluding a person from the group more closely monitoring or watching an employee's work performance; assigning employees to do demeaning work which they are not normally assigned to do; and "hate mail."

6.7 ACTION TO PREVENT

The City will investigate and take appropriate corrective action to prevent such unwanted conduct from occurring, and deal with all such reported incidents in a fair, impartial, and expedient manner. All complaints or incidents will be investigated on a case-by-case basis. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline.

6.8 EMPLOYEE'S DUTY TO PREVENT

To carry out the policy enunciated herein and to prevent the actions prohibited in this policy, it is essential that the employee promptly notify the appropriate person, as previously outlined, of any harassment, and that person take immediate corrective action in response to such notification.

It is each employee's responsibility to help eliminate all forms of harassment and unwanted conduct by informing the perpetrator that the conduct is unwelcome and by reporting it to their supervisor. If the perpetrator is the employee's immediate supervisor, the employee is authorized to proceed to the next level of supervision in the chain of command. Any employee or applicant who feels that they have been a victim of harassment should report the incident using the grievance/appeal procedure outlined in this handbook.

Upon receipt of a complaint of harassment, the City will immediately conduct an internal investigation regarding the complaint. Those investigating the complaint are to thoroughly document and retain the documentation to ensure the reliability of the investigation. Also, the information regarding the complaint being filed needs to be provided to human resources, ensuring that the department director and City Manager are made aware of the complaint. If the complaint is found to have substance, immediate, appropriate, and effective corrective action reasonably calculated to end the harassment is to be taken against the responsible employee, individual, or firm. The corrective action may include, but is not limited to, an oral or written reprimand, suspension, termination of employment, being barred from doing business with the City of Clive, or any other action deemed necessary.

It is each supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction and to respond appropriately to the report of our personal observation of violations. Each complaint is to be taken seriously and investigated thoroughly.

Because of the sensitive nature, complaints of harassment will be investigated with particular care and should remain, to the extent possible, as confidential as possible. Unless circumstances make it impossible, every effort will be made to not require the accuser or accused to meet face-to-face regarding the complaint.

6.9 SMOKEFREE AIR

The Smokefree Air Act prohibits smoking in "public places" and in certain other specifically defined outdoor areas, including but not limited to the following:

A. Public Places, including Public Buildings and Public Vehicles: Smoking is not allowed in public places, including public buildings, vehicles, and motorized equipment owned or operated by the ~~City~~city.
B. In outdoor areas, smoking is not allowed on the "grounds of any public building".
C. Sports Arena: Smoking is not allowed in sports arenas where members of the general public assemble to engage in physical exercise, participate in an athletic competition, or witness sports or other events.
~~D.~~ Festival or Special Event: Smoking is not allowed at festivals or other special events within the areas of City parks or other City property designated by the City Council or their designee as nonsmoking in connection with the City's permission for the Festival or Special Event to be held in a ~~City~~city park or on City property.
D.
E. Smoking is prohibited on "playgrounds" and in "park shelters" located on City property, including adjacent areas within 50 feet of playgrounds and park shelters.

Smoking shall be permitted in areas as approved by the Department Director and City Manager. An employee's failure to abide by this policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be filed under the City's complaint resolution procedure or may be brought directly to the City Manager. No employee will face any discrimination or retaliation for reporting violations of this policy to the City.

6.10 ILLEGAL DRUG AND SUBSTANCE INVOLVEMENT

The City of Clive views illegal drug involvement and substance abuse by employees, both on and off the job, as a significant threat to the safety of fellow employees, the public, and to the maintenance of a safe and productive work environment.

Furthermore, tolerance of illegal drug involvement and substance abuse by its own employees adversely affects the ability of the City to fulfill a major public responsibility as a local government entity charged with the duties of enforcing laws and addressing many of the problems associated with substance abuse. The ~~City~~city is committed to serving as an active and credible force in deterring and, where possible, preventing the abuse of substances within the community. Therefore, the following rules governing employee conduct are established:

Employees, other than law enforcement officials, who discover what they reasonably believe may be illegal drugs, substances, or alcoholic beverages while on the job and on public property or in City vehicles shall immediately notify their supervisor. The supervisor shall secure the area where such items are located and notify the City Manager and Police Department. Law enforcement officers who discover what appear to be illegal drugs, substances, or alcoholic beverages or have such items turned over to them shall handle and maintain the items as evidence in accordance with applicable regulations.

Off-the-job conduct involving the manufacturing, processing, distributing, sale, or possession with intent to deliver illegal drugs or substances is prohibited. A determination regarding whether to discipline an employee for violating this prohibition may be delayed until the conclusion of a criminal prosecution; however, a criminal conviction is not required for the City to impose discipline.

The off-the-job use or possession of illegal drugs or substances may subject an employee to disciplinary action, up to and including discharge. Off-the-job use or possession may also constitute grounds for requiring an employee to undergo evaluation for possible treatment. Employees are strongly encouraged to seek assistance for substance abuse issues before such issues affect job performance or result in violations of City policy. Employees with regular full-time and benefit qualifying part-time benefits may utilize available health insurance coverage, sick leave, vacation leave, compensatory time, and other available benefits to assist with treatment and recovery.

~~The City of Clive views illegal drug involvement and substance abuse by employees, both on and off the job, as being a significant threat to the safety of fellow employees, the public, and to the maintenance of a safe and productive work environment.~~

~~Furthermore, tolerance of illegal drug involvement and substance abuse by its own employees adversely affects the ability of the City to fulfill a major public responsibility, as a local government entity charged with the duties of enforcing drug and substance laws and of dealing with many of the problems associated with the same. The City is to serve as an active and credible force in deterring and, where possible, stopping the abuse of substances and stopping the traffic and use of illegal drugs in the community. Therefore, the following rules governing the conduct of employees are prescribed:~~

~~Employees, other than law enforcement officials, who discover apparently illegal drugs, substances, or alcoholic beverages while on the job and on public property or in City vehicles, shall immediately notify their supervisor. The supervisor shall secure the area where such items are allegedly located and notify the City Manager and police department. Law enforcement officers who discover apparently illegal drugs, substances, or alcoholic beverages or have such items turned over to them, shall handle and maintain the items as police evidence in accordance with regulations issued by proper authorities.~~

~~Off-the-Job Conduct: Any manufacturing, processing, distributing, or sale (including possession~~

~~with the intent to deliver) of illegal drugs or substances while off the job is absolutely prohibited. A determination regarding whether to discipline an employee for violating the above prohibition may be delayed until the conclusion of a criminal prosecution although a criminal conviction is not necessarily required to enforce discipline. The use or personal possession of illegal drugs or substances while off the job may subject an employee to disciplinary action, which may include discharge. Off-the-job use, or personal possession of illegal drugs or substances shall also constitute grounds for management to order an employee to be evaluated for possible treatment.~~

~~Employees are strongly encouraged, if they are involved with illegal drugs and/or the abuse of substances, to seek treatment before it comes to management's attention. Employees with regular full-time benefits not only have health plan coverage to help pay the cost of treatment but also may be able to utilize sick leave, vacation, and compensatory time to avoid a loss of income during treatment.~~

~~The City of Clive will conduct a limited query of the FMSCA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information exists in the Clearinghouse. Employees' consent to conduct this query shall remain in force for the duration of their employment with the City of Clive. If the limited query conducted by the City of Clive indicates that drug or alcohol violation information exists in the Clearinghouse, FMCSA will not disclose that information to anyone without first obtaining additional specific electronic consent from the employee. If this occurs, the employee will need to register in the Clearinghouse as a driver and will need to login to the Clearinghouse website to provide the electronic consent for a "Full Query". If the employee refuses to consent for a limited or full query in the Clearinghouse, the employee will be prohibited from performing safety-sensitive functions at all, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. If the employee is unable to perform this essential function of their job they may be terminated from City of Clive employment.~~

~~For more information, the employee authorization form and the Request for Medical Review and/or Drug Screen refer to and this link.~~

6.11 DRUG AND ALCOHOL TESTING

A. Purpose and Applicability

The City of Clive maintains a drug and alcohol testing program for employees required to hold a Commercial Driver's License (CDL) and perform safety-sensitive functions as defined by applicable federal regulations. The purpose of this program is to promote public safety, maintain a safe and productive workplace, and ensure compliance with applicable United States Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations, including 49 CFR Part 382 and 49 CFR Part 40.

Employees subject to this policy include those who operate commercial motor vehicles or otherwise perform safety-sensitive duties regulated by federal law.

The City Manager or designee shall serve as the Designated Employer Representative (DER)

responsible for administration of the City's DOT/FMCSA drug and alcohol testing program, including compliance with applicable federal regulations, testing coordination, recordkeeping, and Clearinghouse requirements.

B. Prohibited Conduct

Employees subject to this policy are prohibited from reporting for duty or remaining on duty with an alcohol concentration of 0.04 or greater. Employees with an alcohol concentration between 0.02 and 0.039 will be removed from duty for a minimum of twenty-four (24) hours. Employees are further prohibited from using alcohol within four (4) hours prior to performing safety-sensitive duties, using alcohol while on duty, using controlled substances without a valid prescription that does not impair safe performance, or refusing to submit to required drug or alcohol testing.

Employees who violate DOT drug and alcohol regulations will be immediately removed from safety-sensitive duties and may be subject to disciplinary action, up to and including termination.

C. CDL Testing Program (DOT/FMCSA Compliance)

All testing will be conducted in accordance with 49 CFR Part 40 procedures. CDL employees are subject to the following federally mandated testing:

1. **Pre-Employment Testing**
   Pre-employment testing requires a verified negative drug test result before an employee may perform safety-sensitive duties.

2. **Random Testing**
   Random testing will be conducted on a scientifically valid, random basis, unannounced, and spread reasonably throughout the calendar year. All CDL employees have an equal chance of selection. Random testing will meet or exceed DOT-established annual minimum rates.

3. **Post-Accident Testing**
   Post-accident testing will be conducted following qualifying accidents as defined by federal regulations, including fatal accidents, accidents involving injury requiring immediate medical treatment away from the scene with a citation, and accidents involving disabling vehicle damage requiring towing with a citation. Alcohol testing will be conducted within eight (8) hours and drug testing within thirty-two (32) hours when required. If testing cannot be completed within these timeframes, the City will document the reasons.

4. **Reasonable Suspicion Testing**
   Reasonable suspicion testing will be conducted when a trained supervisor observes specific, contemporaneous, and articulable signs of drug or alcohol use. Such observations must be documented in writing. Documentation shall include the date, time, observed behaviors, appearance, speech, odors, and other

contemporaneous observations supporting the testing determination. When feasible, reasonable suspicion observations should be corroborated by a second, trained, supervisor. Alcohol observations must occur during, just before, or just after safety-sensitive duties.

For purposes of this policy, a trained supervisor is defined as being responsible for overseeing CDL employees and has completed training on the identification of drug and alcohol misuse in accordance with DOT requirements. Such training shall include at least sixty (60) minutes on alcohol misuse indicators and sixty (60) minutes on controlled substance use indicators as required under federal regulations.

5. **Return-to-Duty Testing**
   Required following a violation of DOT drug and alcohol regulations and prior to returning to safety-sensitive duties.

   Employees who violate DOT drug and alcohol regulations, including positive drug or alcohol tests or refusals to test, must be immediately removed from performing safety-sensitive functions. Employees who violate drug and alcohol regulations must complete the federally required return-to-duty process before resuming safety-sensitive duties, in accordance with 49 CFR Part 40. This process includes evaluation by a qualified Substance Abuse Professional (SAP), completion of any required education or treatment, and a verified negative return-to-duty test result.

   Following return to duty, employees will be subject to follow-up testing as prescribed by the SAP in accordance with federal regulations, including a minimum of six (6) unannounced tests in the first 12 months and potentially extending up to five (5) years. The SAP will determine whether the employee has successfully complied with prescribed education and/or treatment and whether the employee is eligible for return-to-duty testing. A negative return-to-duty drug and/or alcohol test result is required before the employee may resume safety-sensitive duties.

   The City will provide employees with access to DOT-qualified Substance Abuse Professionals (SAPs) through the City's Employee Assistance Program (EAP) provider, AllOne Health. Employees are responsible for selecting an SAP and complying with all education, treatment, and follow-up requirements established by the SAP.

D. FMCSA Drug and Alcohol Clearinghouse

The City complies with all FMCSA Drug and Alcohol Clearinghouse requirements. Pre-employment queries will be conducted before a CDL employee is permitted to perform safety-sensitive functions, and annual limited queries will be conducted for all covered employees. Full queries will be conducted as required with employee consent, and all required violations will be reported to the Clearinghouse.

Employees who refuse to provide required consent for Clearinghouse queries or otherwise fail to comply with Clearinghouse requirements will be removed from safety-sensitive duties and

may be subject to disciplinary action, up to and including termination.

E. Refusal to Test

Refusal to submit to required drug or alcohol testing—including failure to appear, failure to remain at the testing site, failure to provide a sufficient specimen, or otherwise obstructing the testing process—will be treated as a violation of this policy. Refusal to test also includes adulterated or substituted specimens, refusal to cooperate with testing procedures, refusal to undergo required medical evaluations, or any conduct determined to constitute a refusal under applicable DOT regulations.

CDL holding employees who refuse testing will be immediately removed from safety-sensitive duties and will be subject to the DOT return-to-duty requirements, including evaluation by a DOT-qualified Substance Abuse Professional (SAP), prior to being considered for return to duty. Employees may also be subject to disciplinary action, up to and including termination.

F. Confidentiality and Recordkeeping

All drug and alcohol testing records shall be maintained in a confidential manner in accordance with applicable federal and state laws. Information will only be released as permitted or required by law. Records will be maintained in accordance with DOT retention requirements.

G. Employee Assistance & Education

Employees are strongly encouraged to seek assistance for substance abuse issues before such issues affect job performance or result in violations of this policy. Employees may utilize available benefits, including health insurance and accrued leave, to obtain treatment.

CDL employees will receive educational materials explaining DOT drug and alcohol requirements, the FMCSA Clearinghouse, return-to-duty procedures, and this policy, including information regarding Substance Abuse Professional (SAP) resources available through the City's EAP provider, AllOne Health. Additional forms and resources, including the City's Request for Medical Review and/or Drug Screen form, are available on the City website:
City of Clive Request for Medical Review and/or Drug Screen Form

H. Policy Administration

The City reserves the right to interpret and administer this policy in accordance with applicable laws and regulations.

6.11 WORKPLACE VIOLENCE POLICY

The City of Clive does not tolerate threats, threatening behavior, and acts of violence against employees, or by employees, or other individuals. Individuals engaging in such behavior will be disciplined, up to and including immediate termination. The prevention, reporting, and management of critical incidents are shared responsibilities of all employees.

The possession of firearms or dangerous weapons (as defined in Iowa Code §702.7 to include, but not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor,

stiletto, switchblade knife, or knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person) while in a City facility or vehicle, at a City work site, or on work hours is strictly prohibited.

Employees will be allowed to transport their firearms in their personal vehicles with submission of written notification to the employees' Department Director. Upon receiving written notification regarding the transport of firearms the Department Director shall communicate to the City ~~Manager~~Manager, and a copy of the written communication shall be placed in the employee's permanent personnel file. If at any time concerns are raised and verified by ~~management~~management, restrictions may be placed on the individual and/or the policy may be modified if necessary.
Employees violating this policy may be disciplined up to and including termination.

This policy does not apply to Police Officers or other employees who may be operating within the normal scope of their official duties and using such weapons as tools of their profession.

6.12 HAZARDOUS MATERIALS
An employee has the right to review and make copies of Safety Data Sheets (SDS) kept on file with the City of materials and substances they may be exposed to while performing their duties.

6.13 EYEGLASS REPLACEMENT/REPAIR
For employees working in situations where eyeglasses may be damaged, the City agrees to reimburse those employees for repair or replacement of prescription eyeglasses that are damaged because of working conditions. ~~-~~The maximum reimbursement per employee shall be $250 in any fiscal year. ~~-~~Any VSP insurance coverage the employee is eligible for is to be used first with the City paying the balance up to the $250 limit. ~~-~~An employee whose glasses are damaged because of working conditions shall request reimbursement from their department director. The employee shall be required to submit a copy of the receipt for repair or replacement of the eyeglasses with their request for reimbursement. The request should also include a statement of the circumstances that caused the damage to the employee's glasses. The City will provide up to $200.00 annually per employee for those needing safety prescription eyeglasses. ~~If they choose to participate in,~~ Eemployees ~~are allowed to~~may use their VSP insurance benefit, if applicable, ~~-~~to help offset the cost to the City.

6.14 HEPATITIS B
For employees who may be exposed, due to occupational hazards, the City offers Hepatitis B vaccinations at no cost to the employee. All qualifying employees will be required to sign and return the Hepatitis B Employee Vaccination Decision Form. ~~-~~Information pertaining to the disease, the vaccine, and side effects can be found on the Hepatitis B Employee Vaccination Decision Form.

All new regular full-time and part-time employees in positions exposed to occupational hazards will be required to return this form prior to the completion of their first month of employment

with the City.

All employees consenting to receiving the vaccination are required to receive the first dose of the vaccination within 30 days of signing the consent form. The vaccinations will then be given according to the following schedule:

1st dose:	Elected Date
2nd dose:	One Month Later
3rd dose:	Six Months after the First Dose

Any employee electing to take, but failing to complete, the series within six months of receiving the first dose will be suspended without pay until they have completed the series. This suspension may be reviewed and possibly waived by the City Manager due to extreme mitigating circumstances. If employment with the City ends during the series of vaccinations, the employee is responsible for completion of the series and any costs involved.

EMPLOYEE CONDUCT AND WORK RULES

7.1 DISCIPLINARY ACTION

Whenever an employee violates any of the policies, regulations, or code of ethics outlined in this employee handbook, the department director or supervisor may institute disciplinary action in any of the categories listed below, depending on the seriousness of the offense committed. These disciplinary procedures are merely guidelines. They are not listed in any order and there is no requirement that any disciplinary action ~~precede~~precedes any other action. The ~~City~~city may choose to implement any of the procedures listed, including immediate discharge at any time, depending on the seriousness of the violation. The City reserves the right to change, alter, or terminate any of the disciplinary procedures at any time.

Only the department supervisor, department director, or the City Manager may issue disciplinary actions, which may be oral reprimands, written reprimands, or suspensions. The action (including oral reprimands) shall be documented in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. The supervisor issuing the oral reprimand shall also sign and date the record of conversation.

If the employee refuses to sign disciplinary action, such refusal shall be noted on the document signed by the supervisor, initiated by the City Manager, and placed in the employee's personnel file.

Prior to issuance of a notice of suspension, the nature of the offense is to be reviewed with the City Manager. Any City employee who is suspended is required to turn in their ~~City~~city keys while serving the period of suspension.

7.2 DISCIPLINARY ACTION GUIDELINES

The form and degree of disciplinary action shall be commensurate with the seriousness of the events or conditions giving rise to the need for discipline. Progressive discipline is not required to be practiced regarding the ~~disciplining~~discipline of employees who violate rules and regulations contained herein. Nothing in this disciplinary policy shall be construed to interfere with or supersede rules of discipline and other regulations governing civil service employees.

The following lists are not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

A. That the employee is incompetent, negligent, or inefficient in the performance of their duties~~.~~

B. That the employee has been abusive in their attitude, language, or has been abusive in their conduct toward fellow employees, superiors, or the public~~.~~

C. That the employee has violated any lawful or official regulation, order, or rule, or failed to obey any lawful and reasonable direction given to ~~him/her~~them the employee by their supervisor~~.~~

D. That the employee has taken for personal use a fee, gift, or other valuable thing in the course of work or in connection with employment without reporting its receipt to their department director and the manager~~.~~

E. That the employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies~~.~~

F. That the employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence

G. That the employee has directly or indirectly participated in a local political campaign in any manner as to violate any of the regulations set forth in the political activity section of this handbook

H. That the employee has solicited private business for personal reasons during working hours or has used their City position to try to secure or to conduct private business

I. That the employee has made a false statement in their application for employment

J. That the employee has hindered the regular operation of the department because of unauthorized absenteeism or~~,~~ tardiness~~, or has absented himself/herself~~themself from duty during regular working hours~~.~~

K. Reporting to work under the influence of alcohol or a controlled substance/s,

possessing, distributing, or consuming alcohol or a controlled substance/s while on duty. If an off-duty employee is called in to work, and they advise the supervisor that they have been socially consuming alcoholic beverages or taken a medication that may diminish their capacity, the employee shall not be required to report for duty. If a scheduled on-call employee is called in to work and is found to have consumed alcohol, is under the influence of alcohol or illegal drugs, or tests positive for alcohol or illegal drugs, the employee will be subject to disciplinary action, up to and including termination.

L. That the employee has used City vehicles or equipment without proper authorization

M. That the employee has been involved and at fault in an avoidable accident on the job in a ~~City~~city vehicle or on City property

N. That the employee has operated City vehicles in an unlawful or hazardous manner

O. That the employee has misappropriated City funds, appropriated City property for personal use without permission, or illegally disposed of City property~~.~~

P. That the employee has demonstrated conduct unbecoming an employee of the City while on or off duty

Q. That the employee has submitted a false report of their conduct of service

R. That the employee has submitted a false report against another employee

S. A specific failure to meet certain standards of conduct and/or work performance, or a general lack of performance in an area of employment~~.~~

T. Dishonesty, theft, or fraud

U. Insubordination - refusal to follow orders and instructions directly related to the performance of their job~~.~~

V. Outside employment that is inconsistent with the City's goals, objectives, and policies, and/or that reflects negatively on the City's operations~~.~~

W. Violation of the state gift laws as they apply to public employees~~.~~

X. Unauthorized use of computer-related resources belonging to the City, which include, but is not limited to, computers, computer-related equipment, computer programs, computer systems, or modems~~.~~

Y. Unauthorized use of City telephones/fax/Internet for personal business

Z. Accepting unauthorized employment while on leave-of-absence

AA. Creating unsafe or unsanitary conditions

BB. Smoking in prohibited areas

CC. Unauthorized use or disclosure of information or records

DD. Refusal to work overtime when a reasonable request is made that allows the employee sufficient time to alter personal plans. If the request to work overtime is due to an emergency situation, the employee needs to be made aware of the importance of the request and barring extreme personal circumstances, they are expected to report for work.

EE. Unauthorized removal of City or a fellow worker's property

FF. Failure to follow procedures outlined in this Employee Handbook

GG. Fighting or horseplay on the job

HH. Representing their personal opinion/s as those of the City of Clive

II. Creating strife, discord, and disharmony among other City employees

JJ. Disclosure of confidential information protected by federal, state, or City law, or commonly recognized as privileged or confidential information.

KK. Sleeping while on duty

LL. Display of any type of violence in the workplace

MM. Any other action or failure to act which adversely affects the City, its officers, or employees.

NN. Failure to maintain appropriate Iowa driver's license as required by their job description.

OO. Failure to maintain a required concealed weapons permit as required by their job description.

PP. Failure to follow established safety policies and guidelines established by their department.

QQ. Submits or provides false information.

B. In addition, all employees must observe the following rules:

A. All employees shall observe City ordinances and shall exercise reasonable care when driving any City vehicle.

B. All employees shall always be courteous in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.

C. All employees shall follow established safety policies and guidelines established by their department.

D. Any employee involved in a reportable accident involving City equipment should immediately notify the police and the department director. Vehicles should not be moved until police arrive and take charge of the scene.

E. City vehicles shall be used only for City business. No City vehicle shall be used after working hours unless permission is obtained from the City Manager. All City equipment shall be restricted to assigned departments and shall not be borrowed unless permission is obtained from proper department directors. No City vehicles shall be used for personal errands, personal transportation, or other such business unless permission is obtained from the City Manager.

F. Uniforms provided for employees shall be worn only during working hours or for official City business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn on any personal activity.

GRIEVANCE PROCEDURES

Appeal from Disciplinary Action and Grievance Procedure
To assure a fair and equitable application of policies, rules, and regulations, full and part-time employees have the right to register an appeal/grievance without being disciplined or discriminated against in any way because of their proper use of the appeal/grievance procedure. Seasonal employees have the right to grieve up to the department director's level only. All appeals/grievances for employees not otherwise covered by a grievance procedure in a collective bargaining agreement shall be pursued in the following manner:

If an employee has a complaint or grievance concerning their job classification, disciplinary action, supervisor, rules, regulations, policies, workstation or its condition, the actions of others, salary, or benefits, they are to do the following:

A. The employee having a specific grievance shall take it first to their immediate supervisor who shall respond within seven (7) calendar days.

B. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 1 answer, present the written grievance to the appropriate department director who shall respond within seven (7) calendar days.

C. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 3 answer, present the written grievance to the City Manager, who will respond within fourteen (14) calendar days. The City Manager's decision shall be final and binding.

The City of Clive Appeal/Grievance Report can be found in Clive365 or by clicking on this link.

EMPLOYEE ETHICS

An employee shall not engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with duties as an employee of the City or with the duties, functions, and responsibilities of the department by which they are employed.

8.1 POLITICAL ACTIVITY

To serve the best interests of the employee, taxpayers, and the City government, it is the policy of the City of Clive to restrict certain types of political activity without infringing upon the employee's right to exercise their suffrage as citizens. The purpose is to safeguard the employee from pressure to support any political party or person financially or otherwise. Another important reason is to safeguard the interest of the public who all municipal employees must serve without political bias and without regard to their political opinions or affiliations.

This policy has been developed not to restrict one's constitutional rights, but to emphasize and protect the neutrality of public service personnel.

Therefore, employees are prohibited from:

Using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee organization, agency, or person for political purposes.

Having political campaign items in their offices, City facilities, in City vehicles, or to wear such items on their person while on duty. Campaign items that have been retrieved due to having been illegally placed on City property and are being transported for disposal are exempt. Employees are allowed to have campaign bumper stickers on their personal vehicles.

The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:

- City property not normally accessible to the public
- Employees in uniforms that display City insignia and logos or any use of City employees while on City time~~.~~
- City equipment

In practice, this means that candidates will be prohibited from attending City staff meetings. Also, they will be requested not to use film footage of such attendance that may have been taken during meetings prior to the start of their campaign, filming for political purposes on City property not normally accessible to the public will be prohibited, filming of City equipment for political purposes would be prohibited, including the use of police and fire vehicles, and that City employees will be prohibited from appearing in political advertisements wearing City equipment or City insignia or logos.

On the other hand, employees on their own non-working time, shall be permitted to:

1. Express their opinions on political subjects and candidates.
2. Take an active part in political management and political campaigns.
3. Campaign for a candidate in a partisan election by making speeches or writing on behalf of the candidate.
4. Attend political rallies or partisan campaign meetings.
5. Transport voters to the polls for the voters' convenience
6. Make voluntary contributions to a political party or organization.

All full-time employees of the ~~City~~city who wish to seek election to the City Council must take a leave of absence from City service. ~~-~~This leave begins with the first formal activities of the employee to obtain ~~nomination~~nominations or election to the office and will end upon completion of all activities with the office or the campaign, if not elected.

Employees may not engage in partisan political statements, including attending political rallies or campaign events, during paid work time or while otherwise acting in an official capacity on behalf of the City.

Employees are prohibited from using City resources, including uniforms, logos, equipment, or identification, in connection with any partisan political activity, or in any manner that could reasonably imply City endorsement of a candidate, campaign, or political position. Nothing in this policy is intended to restrict employees' rights to engage in lawful political activities while off duty and not representing the City.

This policy does not apply to employees who are authorized, as part of their official duties, to participate in legislative or governmental affairs, including attending legislative sessions, meeting with elected officials, or advocating on behalf of the City's interests.

8.2 PURCHASING POLICY
All items purchased for the ~~City~~city must be properly authorized. Failure to obtain approval encourages waste, fraud, and abuse. Consequently, employees found not abiding by the system will be subject to disciplinary action, up to and including dismissal.

8.3 GIFTS OR GRATUITIES
The requirements imposed by the Code of Iowa shall apply to all gifts to elected or appointed officials and City employees or their families. City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. When an employee receives any ~~offering~~offer because of their status as a ~~City~~city employee, such receipt must be reported in writing at once to the department director, and the retention of the gift will be based on the City Manager's recommendation to and approval by the Mayor.

8.4 CONFLICT OF INTEREST
General~~.~~
It is the policy of the City that no elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official of the City is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly, shall have any personal material interest or outside affiliation which would likely produce a conflict between their self-interest and proper performance of the elected or appointed official's or employee's duties. No knowledge gained by any elected or appointed official or employee in their role as such shall be used in such a manner as to cause a conflict between their personnel interest and the City's interest. All elected or appointed officials or employees shall conduct their personal affairs to avoid any conduct that may adversely affect or appear to affect the judgment of the elected or appointed official or employee.

The following guidelines are hereby established with respect to this policy:

1. Personal Financial Interests

Elected or appointed officials or City employees, or the spouse or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly should avoid participating financially, directly or indirectly, in any business enterprise which might influence, or be thought to influence, the official decisions or actions of the elected or appointed official or City employee. In making judgments regarding such participation, they should consider whether their financial interests in any such business enterprise that has or may have a business relationship with the City represents a substantial portion of their net worth or a substantial portion of the ownership of such business enterprise.

2. Outside Affiliations

No salaried City employee shall hold any position with any other business enterprise or governmental body which would conflict with or reasonably might be likely to conflict with the proper performance of their civic duties or responsibilities or which might tend to influence their impartial judgment with respect to dealings between the City and such other business enterprise or governmental body without full and complete disclosure to the City Council or Mayor.

Disclosure

If any time an elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly finds that they are considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the City or with respect to which they are in doubt as to whether it does or might conceivably conflict with the official duties of the elected or appointed official or City employee, it shall be the duty of the elected or appointed official or City employee to make timely disclosure of the facts relating thereto to the Mayor, council, City Manager, or department director, which is their immediate superior or the commission, board, or committee which they are a member of in order that an objective and impartial evaluation thereof may be made and conflict avoided. Under such circumstances, except as otherwise instructed by the ~~City~~city after the full disclosure of the facts, they should refrain from exercising responsibility in any matters concerning the ~~City~~city which reasonably might be considered to be affected by their self-interest.

8.5 PRESS RELEASES

To ensure accuracy and timeliness, the City Manager, Assistant City Manager, Communications Specialist, or designated department director must review and approve press releases before distribution. Please see the Clive Communications Policy and Toolkit for further information.

8.6 USE OF CITY TELEPHONES

- Employees shall observe the rules of telephone courtesy in receiving and placing calls.
- Employees are permitted to use City telephones for personal reasons only in cases of absolute necessity. This is a privilege and not a right and may be withdrawn by the department director if abused through excessive use, or if telephoning causes interference with work duties.
- Toll calls for personal reasons may be made only with the approval of the department director and at the employee's expense.
- Employees shall discourage people from telephoning them at work for personal matters.

8.7 SOLICITATION, SELLING, AND PEDDLING AMONG EMPLOYEES

Unless authorized by the City Manager, solicitation among City employees during working hours for charitable or any other purpose, and selling of tickets, chances, magazines, or merchandise of any kind is only allowed on employee break room tables, employee bulletin boards, or in the employee newsletter. Employees shall not engage in oral solicitation for any purpose during working time.

8.8 CLIVE LOGO

The City's logo, while only one component of what comprises the City's identity, is a communication tool and asset that must be protected and nurtured. The Brand Standards Handbook is the guiding policy document setting the standards for usage and presentation of the logo and establishes specifications for printed or other visual pieces. All employees are responsible for maintaining the standards established in the Brand Standards Handbook. A copy of the handbook can be found on Clive365, the City's Intranet.

When any purchase is being planned which will include the use of the Clive logo, the City Manager must approve the use of said logo before such purchase is made. Whenever anything with the Clive logo is to be disposed of, it must be disposed of properly. Donating an item (for example to Goodwill) is not acceptable.

8.9 CLIVE NAME

Employees may not use the City's name or represent themselves as the ~~City~~city to enter any type of contest. No contests may be entered while employees are on duty (example: call-in radio station contests).

8.10 PERSONAL MAIL/POSTAGE

Employees shall not use the addresses of City facilities for receipt of personal mail. Use of the City's postage machine/system for personal correspondence is prohibited.

8.11 FALSE CLAIMS ACT

The Federal False Claims Act is a federal statute that establishes liability for knowingly presenting or causing to be presented a false or fraudulent claim for payment to the United States government or to a government contractor. This includes claims submitted to Medicare or Medicaid.

Violating the False Claims Act is a very serious matter. ~~e~~Employees may~~can~~ be subject to substantial civil monetary penalties ~~of $5,500 to $11,000~~ for EACH false claim submitted, may ~~.~~ ~~They can~~ be required to pay three times the amount of damages sustained by the United States government, and ~~they~~ may also be excluded from participation in Medicare and Medicaid.

Examples of practices that may violate the False Claims Act if done knowingly and intentionally~~,~~ include the following:

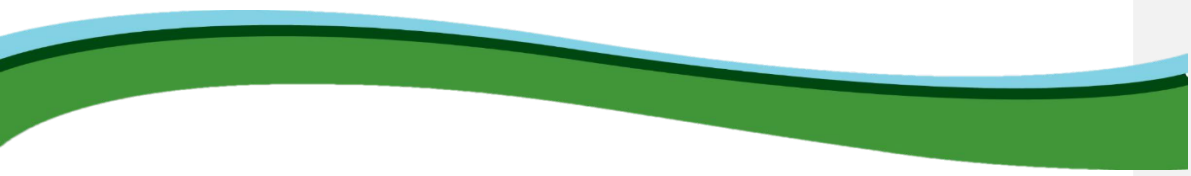
- Billing for services not rendered~~.~~
- Knowingly submitting inaccurate claims for services
- Taking or giving a kickback for a referral

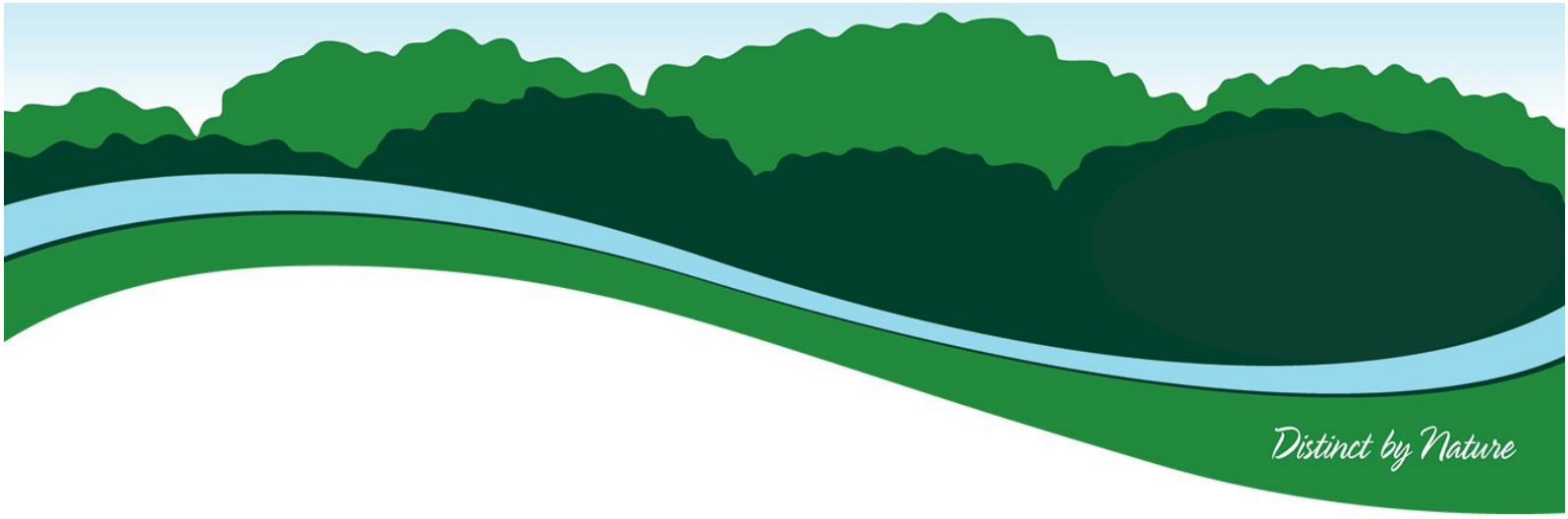
8.12 WHISTLEBLOWER PROTECTION

State and Federal law contain protections for disclosing potential billing problems. These protections may include employment reinstatement and back pay. The False Claims Act also

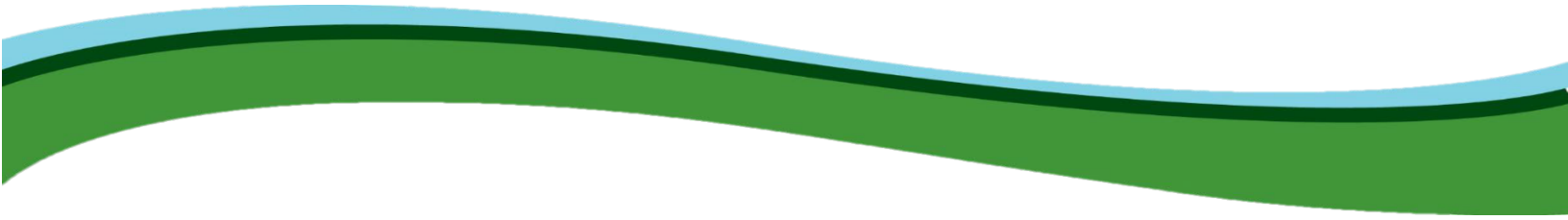
includes a “qui tam” provision that allows any person with actual knowledge of a False Claims Act violation to file a lawsuit on behalf of the United States Government. If the government determines that the lawsuit has merit and decides to join, the United States Department of Justice will direct the prosecution of the lawsuit. If the government decides not to join in the lawsuit, the person who filed the lawsuit on behalf of the government can continue the lawsuit on ~~his or her~~their own.

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City of Clive
Employee Handbook



Amended by the Clive City Council
Resolution No.
On June 25, 2026

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STAFF APPRECIATION

Let me start off with saying thank you. Thank you so much for joining the incredible staff of the City of Clive. It is truly an honor to serve as your City Manager and express my deepest appreciation for the dedication and commitment you all bring to this great city.

I want to acknowledge the work you do, but to also recognize the collective impact you have on the lives of every citizen in Clive. From the early morning hours to the late nights, you work tirelessly to ensure that our community thrives and prospers.

In the face of challenges, you remain steadfast, displaying an unwavering commitment to the betterment of our city. Whether it is maintaining our infrastructure, providing essential services, ensuring public safety, or engaging with our vibrant community, you do so with an unparalleled sense of duty and a deep understanding of the impact your work has on the lives of our residents.

The progress we have achieved together is a testament to your efforts. Clive has become a model city, renowned for its strong community bonds, its forward-thinking approach, and its ability to adapt to change. This progress did not happen by chance; it is the result of your hard work, your innovative ideas, and your unwavering dedication.

But I want to recognize more than just the work you do. I want to acknowledge the people behind the titles—the mothers, fathers, sons, daughters, friends, and neighbors who make up the fabric of this remarkable team. You bring your unique perspectives, your diverse talents, and your passion for service to the table, creating a rich collection of skills that fuel the success of our city.

As your City Manager, I am deeply grateful for the privilege of working with such an exceptional group of individuals. Your dedication is inspiring, and your commitment to public service is a shining example for communities across the nation. You are the backbone of Clive, and it is because of your hard work that we continue to reach new heights and overcome challenges.

In closing, let me assure you that your work does not go unnoticed. Your efforts have touched the lives of countless individuals, and you have made a lasting impact on our city. You are the change agents, the champions of progress, and the unsung heroes who make Clive the incredible place it is.
So, thank you. Thank you for your unwavering commitment. Thank you for your dedication to service. And thank you for being the heart and soul of the City of Clive.

Matt McQuillen
City Manager



MISSION & VISION STATEMENT

Mission

OUR MISSION

is to provide

HIGH QUALITY, CUSTOMER VALUED MUNICIPAL SERVICES in a

FINANCIALLY RESPONSIBLE MANNER

through a ***DEDICATED WORKFORCE***

resulting in ***SATISFIED CUSTOMERS***

and a ***SUSTAINABLE CLIVE COMMUNITY***

COST EFFECTIVE DELIVERY

FORWARD THINKING  **CONTINUOUS IMPROVEMENT**

Vision

Clive 2040 is a BEAUTIFUL and SAFE City with GREAT RESIDENTIAL NEIGHBORHOODS through buildout.

Clive 2040 provides EXCEPTIONAL FAMILY LIVING and OPPORTUNITIES FOR PERSONAL WELLNESS.

Clive 2040 has the DISTINCTIVE CLIVE GREENBELT, and a REVITALIZED 86th CORRIDOR/NEIGHBORHOOD.

HOW WE INVEST IN OUR PEOPLE

In Clive, we believe in excellent public service and good governance. We take pride in our work because we create and sustain a beautiful, safe, fair, and hope-filled community. The community appreciates our efforts, evidenced by the consistently high approval ratings in Clive's resident surveys.

Delivering the excellent services Clive residents, businesses, and visitors deserve requires an exceptional workforce. We are committed to retaining, attracting, and developing high-performing employees who do their best, excel in their profession, support their teammates, and enjoy a healthy work-life balance.

We are committed to competitive pay rates updated annually based on the cost of living for our area, and we conduct regular salary and benefits studies to ensure our competitiveness with neighboring cities. We provide generous benefits, including:

- ***Merit pay for performance***
- ***Time off for our employees to enjoy life and be present for friends, family, and others they care for***
- ***Excellent health insurance and wellness incentives for employees and families***
- ***Strong retirement and deferred compensation packages***
- ***Retention incentives***
- ***Investments in equipment, skills training, and career development and advancement so employees are successful***

We fairly administer pay and benefits and provide equal pay for equal work. We strive to be a welcoming organization seeking a diverse workforce reflective of the community we serve and diligently follow all employment laws, including those related to protected classes. We are financially responsible while valuing the workforce we need to serve the entire Clive community, and we adapt as the needs of the Clive community and our employees evolve.

INTRODUCTION

The City of Clive's Employee Handbook describes the official policies and procedures guiding the City's actions regarding personnel matters. It is intended to guide and direct staffing and personnel management under routine situations. The handbook will provide clear policies and procedures for a professional working environment in which roles and responsibilities are understood and accepted.

This handbook does not constitute or create a contract of employment. Rather, this handbook has been prepared to acquaint you with the City of Clive's employment policies, your responsibilities as an employee, and the many benefits and privileges our employees may enjoy. It is presented as a matter of information only. While the City believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually and reserves the right to change or terminate any or all of them at any time.

As a City employee, you are employed at-will. As an at-will employee, you retain the right to terminate your employment at any time, for any reason, and the City retains the same right. No policy or practice of the City should be construed to change this relationship. Only the City Council has the right to modify or change this practice.

The personnel policies of the City of Clive are intended to:

- *Increase understanding* and eliminate the need for personal decisions on policy matters.
- *Establish and maintain* uniform personnel practices for recruitment, classification, employee status, assignment, and benefits changes. Each member of management is responsible for administering these policies consistently and impartially.
- *Establish and maintain* uniform timekeeping and payroll practices regarding hours worked, deductions, and application of adjustments.
- *Assist in planning* for the personnel requirements of current and future City departments.

OFFICIAL STATUS OF THE EMPLOYEE HANDBOOK

The handbook shall be the official policy of the City of Clive and shall be observed by all employees and elected or appointed municipal officials.

This handbook shall apply to all City of Clive employees. However, whenever the policies, terms, conditions, or language of this handbook conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions, and language of the collective bargaining agreement or employment contract supersede those of this handbook.

The City Manager shall approve the department rules and regulations handbook. In the event of conflicting policies between handbooks, the City's Employee Handbook shall have precedence and be the controlling document. This handbook and its supplements shall remain in force unless amended by the City Council.

Authority – Distribution

The authority to approve personnel policy is vested with the City Council. The City Manager is responsible for recommending changes to the Mayor and City Council for approval. The City Council reserves the right to modify or abolish these policies, services, and benefits and reserves the right to adopt new policies, services, and benefits.

The City Manager is responsible for the day-to-day administration of the personnel program and has overall authority and responsibility to administer the City personnel policy.

The Employee Handbook provides department directors, supervisors, and employees with an essential personnel tool. It is designed to serve as a source of information that can be looked to with authority and completeness. Upon hire with the City, all full and part-time employees shall receive a personal copy of this handbook, and all other employees shall always have an electronic copy available. All employees must sign a form stating they have been asked to read the handbook, understand its contents, and agree to abide by its policies. The most current version of the Employee Handbook is available through Clive365, the City's Intranet site.

DEFINITIONS

For this handbook, the following words shall have the meaning indicated:

Affirmative Action – Those actions appropriate to ensure equal employment opportunity and to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

Anniversary Date - The date from which salary and leave benefits are calculated. For salary purposes, the anniversary date shall be calculated as follows:

A. For all employees, the salary review and adjustment anniversary date will be July 1st of each year. An employee promoted, transferred, or demoted to another position with the City shall have a revised salary, effective as of the date of the promotion, transfer, or demotion.

B. For leave purposes, the anniversary date shall be the date of initial regular employment. No credit shall be given for service as a temporary employee when determining an employee's anniversary date for determining leave.

Appointment - The offer of and acceptance of a position on a regular or temporary basis. An appointment may be withdrawn at any time, with or without cause.

City - The City of Clive, Iowa.

Civil Service – A merit-based employment system established pursuant to Iowa Code Chapter 400 that governs the hiring, promotion, discipline, and tenure of certain municipal employees, including police, firefighters, and other positions as provided by law or City ordinance. The system is designed to ensure employment decisions are based on merit, competitive examination, and objective qualifications rather than political affiliation or other non-job-related factors.

Compensation - The salary, wage, allowance, and all other forms of valuable consideration, earned by or paid to any employee because of service in any position, not including any allowance authorized and/or incurred incident to employment.

Compensatory Time-Off – Time off with pay to compensate employees for overtime worked. This time off may be taken at a time that is mutually acceptable to the employee and the employer.

Corrective Action - Imposition of certain personnel action (i.e.: warning, reprimand, suspension, demotion, termination, transfer) because of poor performance or personal misconduct with the intent to cause a change in future behavior &/or performance.

Demotion - The assignment of an employee to a position of employment requiring less responsibility or skill and having a lower salary than the former position.

Department Director - An employee who oversees, gives counsel and direction for a department of the City, and evaluates the job performance of their staff.

Disability - A physical or mental impairment that substantially limits one or more major life activities; a

record of such impairment; or perceived as having such an impairment. The City will provide reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship.

Discharge - An employer-initiated termination/separation of an employee due either to layoff or termination/separation.

Emergency Personnel - Employees designated by the City whose primary duties involve the protection of life, property, and public safety, and who are required to respond to emergencies or critical incidents. This includes:

- Police officers
- Firefighter/EMTs, Firefighter/Paramedics (excluding Part-Time Fire Department Staff), Assistant Chiefs, Fire Marshal, and Fire Chief
- Public Works Director, Operations Administrator, Public Works Supervisors, Senior Operations Specialists and Operations Specialists
- Parks Manager, Parks Supervisors, Senior Operations Specialists and Operations Specialists

Emergency personnel are required to reside within a thirty-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, unless otherwise approved by the City Manager.

Employee - An employee is one who is hired for an unspecified term of employment, is paid wages and is issued a Form W-2 (Wage and Tax Statement) to reflect compensation paid. An employee may be employed on either a full-time or part-time basis.

Equal Employment Opportunity – To not allow any personnel decision or action to be unlawfully influenced in any manner by consideration of an individual's protected status, including race, creed, color, religion, sex, pregnancy, gender identity, sexual orientation, veteran status, national origin, age, disability or any other protected bases.

Exempt - Exempt employees are those employees who are not subject to the Fair Labor Standards' Act provisions on minimum wages and overtime compensation. They are compensated on a fixed salary basis, regardless of the number of hours worked. The exemptions are based on job activities, responsibilities, and allowance for time off without reduction in pay. Exempt employees are not eligible for overtime pay or compensatory time.

Fringe Benefits - Employee compensation other than wages, such as, but not limited to, medical insurance, life insurance, holiday pay, vacation, sick leave, retirement, jury duty leave, emergency leave, military leave, bereavement leave, or deferred compensation.

Full-time Employee - An employee who is scheduled to work a minimum of forty hours per week with a minimum of 2,080 hours per year. Full-time equivalents are exempt from this full-time status.

Fire Lieutenants – Fire Department employees working 24-hour shifts, supervising a crew and overtime eligible.

Grievance - A dispute between the employer and the employee regarding the interpretation, application, or violation of any of the express terms and provisions of this handbook.

Immediate Family - Relatives including spouse, domestic partner, children, adopted children, stepchildren, individuals for whom the employee stands in the role of a parent, brothers, sisters, half-brothers, half-sisters, stepbrothers, stepsisters, father, mother, stepparents, parents-in-law, grandparents, grandchildren, and legal guardians.

Job Description - A group of specific duties, tasks, and responsibilities grouped and assigned to a position or job classification to be performed by an employee.

Layoff/Reduction in Force - The separation of an employee from the City because of a reduction in workload or funds.

Leave - An approved absence from work as provided by these rules and policies (i.e., sick, vacation, and bereavement leave).

Management Personnel - Individuals who are responsible for overseeing and directing the work of others, including planning, organizing, and supervising employees to achieve goals. They play a crucial role in areas like recruitment, training, performance management, and ensuring compliance with labor laws.

Major Life Events An event, such as, adoption, birth, and death which have significant impact on an employee.

Meal Break - An unpaid period, generally taken near the middle of the shift or workday. The department director, considering department needs, shall schedule lunch periods. Such periods will not be more than one hour or less than thirty minutes. Public Safety officers shall not be relieved during their break period from their responsibility to handle police, fire, or other emergency calls.

Municipal Officer - City Manager, City Clerk, Fire Chief, and Police Chief. These municipal officers are considered employees of the City and are governed by the Employee Handbook.

Non-emergency employee - An employee whose primary job duties do not involve emergency response or immediate public safety functions.

Non-exempt – Non-exempt employees are those employees who are not exempt under the Fair Labor Standards Act. Non-exempt employees shall be paid not less than one and one-half times such employee's rate of pay for each hour worked more than forty hours in a workweek. Police officers will only be remunerated for overtime hours if hours are beyond their normal shift. Full-time, non-salaried firefighters will be remunerated for overtime hours if beyond 212 hours in a 28-day cycle.

Part-Time Firefighter/EMT, Part-Time Firefighter/Paramedic and Part-Time Paramedic - Fire or medical personnel assigned to be on call at the fire station to ensure there are sufficient staffing to answer emergency calls during designated time periods. Part-Time Fire or medical employees may receive regular hourly pay for up to 53 hours per week for all Fire Department activities yet are not considered a full-time employee. Any time worked over 53 hours in a week will be considered overtime. Employees are eligible for IPERS (Iowa Employees' Retirement System) retirement benefits, and if averaging over 30 hours per week between April 1-March 31, healthcare coverage will become

available beginning July 1.

Part-Time Employee - An employee who works less than thirty hours per week and is anticipated not to work beyond a six-month period.

Regular Part-time Employees - An employee who is appointed to a position, with no specified end date, and regularly works fewer than 30 hours per week.

- "Regular" refers to the nature of the appointment, not the number of hours. It means the position is ongoing, not temporary or seasonal.
- "Part-time" means the employee works less than full-time, but on a regular and scheduled basis.
- Eligibility for benefits varies depending on the number of hours worked. See Benefit-Qualifying Part-Time Employee.
- **Benefit-Qualifying Part-Time Employees** – A benefit-qualifying part-time employee works a consistent schedule, typically 20 or more hours per week, and meets the minimum hour requirements set by the employer or law to receive some or all employment benefits, often on a prorated basis.

For purposes of this section, benefits shall mean bereavement leave, floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

Probationary Period - A working test period lasting a minimum of six calendar months (police officers – nine months' probationary period from the date of hire or certification from the ILEA, whichever is the later of the two), beginning upon initial appointment or promotion. During this time, an employee is required to demonstrate their capability to perform the duties of the position to which they are appointed and harmoniously work with other staff. This period may be extended if deemed necessary by the City Manager. Any employee may be terminated at any time for any reason during probation, and the employee shall have no right of appeal. All employees of the City are employed "at will" and employment may be terminated at any time with or without cause. Civil Service statutes will govern police officers.

Promotion - The assignment of an employee, by the City Manager, to a position requiring greater responsibilities &/or skills than the former position.

Resignation - The action taken by an employee ending employment with the City. It will also be considered a voluntary resignation if an employee does not report for their scheduled hours three days/shifts consecutively without communication to their supervisor.

Rest Period - A paid fifteen-minute interruption of work for purposes of rest and safety during the first four hours of the work shift, and fifteen minutes of rest during the second four hours of the work shift.

Retirement - The separation of an employee from the service of the City who is eligible for and receives benefits from a recognized retirement system.

Seasonal Employee - An employee hired for a stated term of employment as determined by a specific job assignment/s examples include but are not limited to interns, aquatic staff, and seasonal park maintenance. Seasonal employees may work up to forty hours per week for a pre-determined period, normally six months or less. They are not entitled to the fringe benefits received by other employees. Seasonal employees are at-will employees, in that they can quit or be terminated from employment at any time without progressive discipline or cause.

Supervisor - A person who oversees and gives direction to their staff as authorized within the organizational chart.

Suspension - A temporary removal of an employee from duty with or without pay.

Transfer - The movement of an employee from one position, by the City Manager, to another that has the same salary range and level of responsibility.

Workday - An employee's scheduled daily hours of employment.

Workweek - An employee's schedule of work hours within an appointed week.

EQUAL EMPLOYMENT, HOSTILE WORK ENVIRONMENT

The Equal Employment Opportunity/Affirmative Action Policy Plan of the City of Clive is in accordance with the rules, regulations, and guidelines set forth by federal, state, and local laws. The policy provides for the implementation of the City's policy as it relates to equal employment opportunity and establishes the goal of equal opportunity for individuals regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law, with respect to the terms, benefits, and conditions of employment.

It is the policy of the government of the City of Clive to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the disabled; and to administer its programs in a manner which does not discriminate against any employee, applicant for employment, or any program beneficiary.

The City is committed to providing equal employment opportunity and prohibits discrimination in all personnel decisions and employment actions based on an individual's protected status, including but not limited to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law. Any person who feels that they have been denied employment opportunities or benefits because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, martial status, or any other protected class status, has the right to contact the reporting hotline at (866) 912-5378 or by visiting www.eidebailly.com/hotline.

The City has the ultimate responsibility for the overall administration of the Equal Employment Opportunity/Affirmative Action Policy. This includes responsibility for integrating equal opportunity into all parts of personnel and program management; reviewing all policies and procedures as they affect equal opportunity and affirmative action; and ensuring compliance with relevant federal and state statutes.

Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from City employment as deemed appropriate.

It is the policy of the City of Clive to provide all employees with a work environment free of any form of discrimination or harassment. Under this policy, it is considered as misconduct for an employee or individual to engage in unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or any other conduct that might be construed as a racial, sexual, ethnic, or religious slur. Persons committing such misconduct will be subject to immediate, appropriate, and effective corrective action reasonably calculated to end the harassment.

Employees who believe they have been discriminated against or have been the victim of a hostile work environment, should report the discrimination or harassment to their supervisor, department director, or the City Manager and be willing to give specific names, events, dates, times, and places where the discrimination or hostile work environment occurred. Any supervisor or department director notified of such behavior will immediately notify the City Manager. Any questions regarding the City of Clive's policy, state or federal law, or complaints regarding any form of harassment should be addressed to the City Manager. For the mutual protection of all, every harassment claim filed must be filed in good faith. A bad faith claim has no other purpose than to harass or cause another person pain. Any employee, applicant, or program beneficiary who files a false or bad faith claim of harassment shall be subject to immediate, appropriate, and effective corrective action. The City of Clive will not tolerate retaliation against any employee who complains about discrimination or harassment under this policy, participates in an investigation under this policy, registers opposition to a discriminatory or harassing situation, or files a complaint alleging discrimination or harassment.

EMPLOYMENT OPPORTUNITY

It is the policy of the City of Clive to provide equal opportunity in employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law.

State or federal law shall take precedent over this policy handbook if a conflict between municipal and state or federal law occurs. Ordinances of the City shall supersede this policy handbook if a conflict occurs. Nothing in these policies and procedures shall be construed to interfere with or supersede civil service rules and procedures that govern police officers.

Any applicant who knowingly provides false statements of material fact, or attempts deception or fraud during the application or hiring process may be disqualified from consideration for employment, or if already hired when the falsehood is discovered, may be discharged.

EMPLOYMENT AND COMPENSATION

1.1 CLASSIFICATION OF EMPLOYMENT

All employees shall be recommended by the appropriate department director/human resources and hired at the discretion of the City Manager, except for the City Clerk and the City Attorney. The City Clerk is recommended by the City Manager and appointed by the City Council. The Council shall

appoint by majority vote a City attorney and assistants to serve at the discretion of the Council. The City attorney and assistants shall receive such compensation as established by resolution of the Council.

Classification Categories: All employees, exempt or non-exempt, at the time of hiring will be advised of their classification into one of the following categories: Full-Time, Part-Time, and Seasonal.

An employee's classification, working hours, and benefits depend on the job requirements of the employee's job and whether the employee is a regular or seasonal employee, full-time or part-time, or an exempt or non-exempt employee. If an employee is promoted, transferred, or demoted, their classification, working hours, and benefits may change.

The City classification plan shall consist of classifications and titles as approved and adopted by the City Council. The City Manager shall be responsible for administering and updating the plan and making assignments to appropriate classifications based upon an individual's duties and responsibilities.

Newly appointed employees will normally be hired at the minimum entry pay level approved annually for each position. Appointments may be made above the minimum pay level based upon the individual's qualifications, experience, approval of the City Manager, and subject to council approval.

Pay levels and classifications are established for positions within the City. The minimum pay levels established are subject to update upon recommendation by the City Manager and approval by the City Council. The recommended salary and wage increase generally will be submitted to the City Council for approval within sixty days prior to implementation of the new fiscal budget period beginning July 1 of each year. Pay periods are bi-weekly, totaling 26 pay periods per year. To determine gross bi-weekly pay, divide the annual wage by 26.

1.2 NON-EXEMPT STAFF

Full-time salaries and wages for these positions will generally be computed on a basis of forty hours per week or a total of 2,080 hours per work year. Overtime hours will be computed on a basis of eight (8) hours worked in a workday. Overtime hours will be computed based on regular hourly wage plus one-half the regular hourly wage which may include longevity and education pay if applicable. The workday includes hours worked. All paid leave shall count as time worked for the purposes of computing overtime.

1.3 INCLEMENT WEATHER FOR ON-CALL EMPLOYEES

Each year during the designated snow season, November 1 through March 31, Operations Specialists, Senior Operations Specialists and Supervisors in the Public Works and Parks Departments are required to participate in rotating on-call assignments for snow and ice operations.

On-call shifts will typically consist of seven consecutive days, beginning on Monday at the start of the business day and continuing through the following Monday at the start of the business day. Employees assigned to an on-call shift are expected to remain available and responsive for duty for the duration of the assignment unless approved otherwise by supervision.

If employees are called out during their assigned shift, they will be relieved of on-call status upon

reporting for duty, and the next scheduled group will assume on-call responsibilities. The newly assigned group will then remain on-call until they are called out or until the end of their assigned shift, which normally concludes the following Monday at the start of the business day.

In situations where employees are called out after midnight on a Saturday, the next scheduled on-call group will remain on-call until they are called out or until the start of the business day on the second Monday following the beginning of their shift.

Employees assigned to on-call duty must remain accessible and available to respond at all times. When away from home, employees must carry a cellular phone or City-issued radio. Radios required for this purpose will be provided by the City. Employees may choose to use personal cell phones or similar devices at their own expense.

When there is a threat of inclement weather, defined as any forecast indicating potential snow or ice accumulation or refreezing conditions, employees on-call must remain within a 30-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, to ensure timely response. When no such threat exists, employees on-call are not subject to geographic or time restrictions, provided they remain accessible. Failure to remain accessible or to report to work when called in may result in disciplinary action, up to and including termination.

During emergency operations, employees directed to leave work after at least 12 consecutive hours of work, or directed to leave and return later due to emergency operations, will receive up to eight (8) hours of paid rest time at their regular rate of pay.

Employees may request to be “Not Available for Call-Out” (NA) during the snow season, subject to departmental approval and operational needs. Requests should be submitted in advance via the timesheet system and will be reviewed based on staffing needs and service expectations. Departments may establish specific procedures, operational requirements, scheduling practices, limitations, and approval processes related to on-call responsibilities and Not Available (NA) status, consistent with departmental operational needs and service expectations.

Time spent on-call is not considered hours worked and is not compensable. Employees will be compensated in accordance with City policy for all time worked when called out for duty.

1.4 FIRE LIEUTENANTS

Hours of Work

A normal shift for an employee shall consist of twenty-four (24) hours’ paid time starting at times established by the Fire Chief. The normal schedule of work will be: twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. Full-time personnel will be assigned to one of three rotating 24-hour shifts (A, B or C). The start of all shifts will be at 0600, and all full-time employees are expected to be clocked in and in uniform prior to that time. Full-time personnel are strongly encouraged to arrive early for their scheduled shift to ensure a proper transition between the two shifts. Assuming proper coverage, off-going personnel will be relieved at shift change unless they are held over from an ongoing emergency call for service, completion of an incident report or restocking of an ambulance. Off-going personnel may not leave the fire station until they have been properly relieved by personnel (either full-time or part-time) who maintain our staffing level.

Hours Worked Annually
Number of hours worked per year = 365 days/3 shift groups = 121.666 shifts scheduled per employee X 24 hours per shift = 2,920 hours.

Hourly Rate - Annual wage base/2756 hours.

Work Period
In accordance with Section 7(k) of the Fair Labor Standards Act (FLSA), the work period for Twenty-Four (24) Hour Fire Personnel shall consist of twenty-eight (28) days. The work period begins on a Sunday and ends on a Saturday.

During unscheduled hours, employees may respond to any request for extra emergency assistance.

1.5 SALARIED EMPLOYEES
Salaried employees receive bi-weekly compensation based upon the required hours necessary to perform the duties of the position held, not based on hours worked. As exempt employees, they are not eligible for overtime. Bi-weekly payroll checks shall be computed so 26 equal payments are made to the individual annually as approved by the City Council upon recommendation of the City Manager. In the event the salary must be prorated, the pro-rata computation shall be based upon a per-day basis using a five-day workweek as the standard.

1.6 PAYROLL AND PAY PERIODS
Payroll checks will be electronically deposited by the Administrative Services' office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Finance Manager no later than Monday immediately preceding Friday's payroll check issuance.

1.7 SALARY SCHEDULE
To carry out a policy of equity regarding compensation and work, as well as to provide a systematic means for dealing with personnel matters, a salary schedule is established, will be reviewed, and approved annually by the City Council.

1.8 RATES OF PAY
The City Council shall annually establish the minimum entry-level rate of pay (salary scale) for each position. Such salary scales will be determined by considering: the duties, responsibilities, and requirements for each position; the prevailing rates of pay (including indirect pay for fringe benefits) for similar work within the City's recruitment area for that position; cost of living adjustment; and the City's ability to pay such wages.

1.9 SALARY ADJUSTMENTS
The City Council shall annually review and determine the percentage salary increase for employees. The City Manager shall be responsible for administering job evaluations and salary adjustments.

The salary to be paid shall be determined annually through the evaluation of each employee's job performance by appropriate supervisory personnel review, and recommendation by the employee's department director. Evaluations are to be completed each year by approximately May 31st. All salary adjustments shall be limited by such amounts and/or percentages as may be determined by the City

Council. The employees will receive a raise percentage based upon their current compensation compared to the market scale and score received on the most recent performance evaluation as approved by the City Council through a pay plan matrix for compensation. Increases will be effective at the start of the pay period, which includes July 1st. All pay increases must be approved by the City Manager and the City Council.

1.10 TOTAL REMUNERATION

Any salary rate established for an employee shall be the total remuneration for the employee, but not to be construed as including overtime, group medical insurance benefits, life insurance, pension, or reimbursement of uniforms and official travel. Except as otherwise provided, no employee shall receive pay from the City in addition to the salary authorized for services rendered by the employee, either in the discharge of ordinary duties or any additional duties which may be imposed upon the employee, or which they may undertake or volunteer to perform. Under no circumstances may City services be extended by employees in exchange for special rewards, gifts, or other remuneration from someone else, including tips.

1.11 TEMPORARY PAY INCREASE

If an employee's duties are expanded temporarily, the City Manager may grant an increase in pay to the employee during the time the employee is responsible for the additional duties.

1.12 PAYROLL

Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Accounting Specialist no later than Monday immediately preceding Friday's payroll check issuance. If not, the hours will be carried over to the next scheduled pay period. When payroll checks are issued every other week, every eleventh or twelfth year there is a 27th payroll. In the event of the 27th payroll, salaried exempt employees will receive a normal paycheck as well as hourly non-exempt employees who receive pay for hours worked.

Other Types of Taxable Income – In accordance with the IRS Fringe Benefit Guide and the City of Clive Taxable Fringe Benefit Policy (effective 1/1/2016), the City is required to tax employees on certain types of payments. For example: on the spot awards such as gift cards, wellness incentive, some uniforms/clothing, some meals under certain circumstances, and other items as defined by the IRS. The IRS allows the City to accumulate and tax these items once per year for any twelve-month period. These items are paid throughout the year in gross amounts, particularly for uniforms/clothing and meals. Once per year, as allowed by the IRS, these amounts will appear on the employee's pay stub under the category of "tax fringe".

1.13 NEW APPOINTMENTS

Upon initial appointment to the position, the employee will receive the minimum salary for the position, unless the individual selected possesses sufficient qualifications and experience relevant to the position in which case the City Manager may recommend a higher salary.

1.14 THE "WORKDAY"

Department directors shall establish, with the approval of the City Manager, the working schedules for their departments. For all regular employees, a normal workweek shall begin at 12:01 a.m. on Sunday and end Saturday at midnight. Exceptions will be made for services that are on continual call.

Established work hours are not guaranteed for the hours specified. It is an essential job function for all staff to have regular attendance.

1.15 WORK SCHEDULE

Due to the diverse services provided by the City (24 hours-a-day, 7 days-a-week), the hours of work will be determined by employees' managers or supervisors based on the statuses of employees and their abilities to ensure quality service to the public and efficient operation of the departments.

All employees are expected to observe the hours set within your department and/or your position. However, alternatives to the work schedule may be approved. An alternative schedule may include: 1) Giving alternative days off during a week other than the typical Saturday and Sunday, 2) Working a schedule other than an eight-hour day, or 3) Starting and ending the workday or taking shorter lunch breaks than is typical in your area. Any special arrangement from the traditional schedule needs to be agreed to by your immediate supervisor, Department Director, and City Manager. Foremost in the decision to change an hourly employee's schedule will be the ability to meet operational requirements and customer service needs.

Unless otherwise authorized by the City Manager, the following work schedules and office hours shall be generally adhered to:

Administration	**8:00 a.m. to 4:30 p.m.**
Community Development	**8:00 a.m. to 4:30 p.m.**
Fire/Rescue	**8:00 a.m. to 4:30 p.m.**
Library	**9 a.m. to 8 p.m. M-Th, 9 a.m. to 6 p.m. F, 9 a.m. to 5 p.m. Sat, 1 to 5 p.m. Sun**
Parks/Recreation	**8:00 a.m. to 4:30 p.m. (office)**
	7:30 a.m. to 4:00 p.m. (maintenance shop)
	6:30 a.m. to 3:00 p.m. (maintenance shop summer hours)
Police Department	**8:00 a.m. to 4:30 p.m.**
Public Works	**7:00 a.m. to 3:30 p.m.**
	6:30 a.m. to 3:00 p.m. (summer hours)

If, due to an emergency or weekend duty, a full-time employee is called to work during traditionally off-work hours, the employee will be paid for a minimum of two hours of work. If this emergency call lasts longer than two hours, regular pay policies apply. If an additional call-out is required within the same two-hour period, additional time will not be paid except for that worked more than the two-hour minimum. If an additional call-out occurs after the initial two-hour period, an additional two-hour period begins again.

1.16 RETENTION INCENTIVE PROGRAM

This program demonstrates an investment in the full-time long-term employee and saves the City the expense of recruiting and training new employees. The employee will be given the awarded amount as an hourly rate increase of: :

Years of Service	*Awarded Amounts*	*Hourly Rate Increase Conversion*
5 years	*$250*	
5-9 years	*$500*	*$0.0480*

10-14 years	*$750*	*$0.0721*
15-19 years	*$1000*	*$0.0962*
20-24 years	*$1500*	*$0.1442*
25-29 years	*$2000*	*$0.1923*
30-35 years	*$2500*	*$0.2404*

Employees who reach five (5) years of service will receive a one-time lump-sum payment during the pay period that includes their service anniversary date.

Employees who reach a service milestone and are still employed by the City of Clive will receive the applicable hourly pay increase during the pay period that includes their service anniversary date.

Starting one day after the five (5) years of service, the lump-sum service award previously paid for service milestones will be eliminated. Instead, the value of the former lump-sum award will be incorporated into the employee's hourly rate of pay, starting at the five-year service milestone and continuing through subsequent eligible service anniversaries.

The value of these incentives is taxable and will be included as income in accordance with IRS requirements.

Over the term of five (5) incremental years of service, the total longevity amount will equal the awarded amount in the second column.

Police sergeant retention incentive will follow the same schedule as outlined in the respective bargaining agreement for those employees they manage. Police Sergeants will be given the awarded amount as an hourly increase of:

Years of Service	*Awarded Amounts*	*Hourly Rate Increase Conversion*
10 years	$500	$0.2524
11 years	$525	$0.2644
12 years	$550	$0.2764
13 years	$575	$0.2885
14 years	$600	$0.3005
15 years	$625	$0.3125
16 years	$650	$0.3245
17 years	$675	$0.3365
18 years	$700	$0.3486
19 years	$725	$0.5889
20 years	$1225	$0.6010
21 years	$1250	$0.6130
22 years	$1275	$0.6250
23 years	$1300	$0.6370
24 years	$1325	$0.6490
25 years	$1350	$0.6611
26 years	$1375	$0.6731
27 years	$1400	$0.6851
28 years	$1425	$0.6971

29 years	$1450	$0.7091

1.17 CALL-IN PAY/OVERTIME

Nonexempt employees are not permitted to work more than their regularly scheduled hours without their supervisor's advance approval. All overtime hours worked must be reported by the employee and recorded by the employee in the timekeeping system. Employees must be compensated for time actually worked beyond the employee's prescribed threshold number of hours in a week, including job-related activities (which benefit the City) performed during an employee's "off-the-clock" time, such as: taking work home, working through lunch, working before or after regular shifts, taking care of work-related equipment, job-related "volunteer" work, or making/receiving job-related telephone calls, text messages, emails, or other forms of communication at home, on mobile devises, or by other means, etc. Working overtime, including in the above-listed situations, without prior supervisor authorization; failing to work scheduled overtime; or failing to report overtime hours may result in disciplinary action, up to and including termination.

Nonexempt employees who are asked to engage in compensable job-related activities, from outside of their usual workplace via electronic means, i.e., answering email, text messaging, conducting phone communications, etc., outside of their normal working hours, will be paid for the actual time spent, or at least a minimum of 15 minutes of work. Nonexempt employees who are asked to physically report to work outside of their normal working hours will be paid for a minimum of two hours of work unless the overtime is contiguous with the employee's normal workday hours. Any employee who is called into work less than two hours before the start of their normal workday or requested to stay after work will be paid for those overtime hours of actual work only, with no minimum.

Listed below are two examples, using the employee's normal workday beginning at 8:00 a.m.:

Example One: Employee is asked to report to work at 7:00 a.m. Employees will be paid for one hour of overtime work (7:00 a.m. to 8:00 a.m. = 1-hour overtime.)

Example Two: Employee is asked to report to work at 5:00 a.m. Employees work until 6:00 a.m. Employees will be paid for two hours of overtime work (5:00 a.m. to 6:00 a.m. = two hours of overtime work per policy because the call-in occurred more than two hours before the normal working hours.)

Non-exempt employees receive various wage supplements in addition to their base wages. Under the FLSA, any money received by an employee "for work" is part of the employee's regular rate of pay. Wage supplements are considered compensation for work and are factored into the regular rate and overtime calculated accordingly.

Union (PD) – overtime rate is calculated on base salary + shift, longevity, and education pay.
Union (Fire) and Non-Union – overtime rate is calculated on base salary + education and longevity pay.

These calculations are adjusted as applicable July 1st each year per the rules and regulations outlined by the Fair Labor Standards Act (FLSA).

1.18 COMPENSATORY TIME

Full-time, non-exempt employees may accumulate and use compensatory time. The maximum compensatory hours to be saved at any time will be sixty-four (64) hours (42.67 hours worked).

Employees may accumulate hours, use hours as time off, and accumulate more compensatory time if the balance of hours accumulated remains at or below sixty-four (64) hours. Any overtime hours will be paid as time and one-half if sixty-four (64) hours are already saved. Any compensatory hours must be used as time off, unless the employee is terminated, retires, or quits. In that case, the hours of compensatory time will be paid at the current rate of pay. At the employee's anniversary date, a maximum of sixty-four (64) hours of combined compensatory time and vacation time may be rolled over.

At the Fire Lieutenant's anniversary date, a maximum of eighty (80) hours of combined compensatory and vacation time may be rolled over. At the Police Sergeant's anniversary date, sixty-four (64) hours of compensatory time may be rolled over.

1.19 CALL-IN PAY FOR BOOKING PERSONNEL

Full-time City employees who also serve as booking personnel will be paid at their regular overtime salary rate. A minimum of two hours will be paid for each call outside of normal work hours. The two-hour minimum will not apply for booking personnel assignments that extend beyond the normal workday or for scheduled training. In those instances, the overtime rate will apply for actual time spent beyond normal work hours and the actual training time.

1.20 ATTENDANCE AT MEETINGS

Any City employee other than the City Manager, Assistant City Manager, department directors, or other salaried employees whose presence is required at a meeting of the City Council or any board, commission, or committee of the City which occurs outside of regular working hours, shall be reimbursed a minimum of two hours of work, for time spent at such meeting/s at a rate equal to one and one-half of their regular hourly rate.

LEAVE BENEFITS

2.1 HOLIDAYS

All full-time employees shall be entitled to the following holidays with pay:

New Year's Day	**Thanksgiving Day**
Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**
Labor Day	**Four Floating Holidays ***

*The four floating holidays, equaling 32 hours, will be applied to the employee's accrued time on July 1st of each fiscal year. New hires will receive 2.67 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire. Floating holidays may be taken in four (4)-hour increments at a mutually agreed-upon time, with sufficient notice provided to the Department Director. If an employee's remaining balance is less than four (4) hours, the employee may use the remaining balance. Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.

During snow and ice season, November 1 to March 31, staff who are required to be on-call during a national holiday will receive a $1.00 per hour on-call pay for the actual day of the holiday only, which is

not necessarily the same day as when the City is taking the holiday.

All staff required to work on a City holiday occurring during the work week shall receive double-time pay **and** an equivalent amount of time off. Example: an employee works 8 hours on a holiday. Employees will receive 8 hours double-time pay **and** 8 hours off. An employee will only be paid double-time pay for those hours worked on the holiday. Example: Employee works 5 hours on a holiday. Employees will receive 5 hours double-time pay, 3 hours holiday pay, **and** 5 hours off. If an employee works over 8 hours on a City holiday, the employee will receive triple-time pay for time worked over 8 hours but will not receive any additional time off. Holiday time off must be used by the end of the fiscal year of June 30.

As a condition for receiving double-time for the holidays, the employee must not have used any sick leave on either the scheduled day of work preceding or following the holiday. Double-time pay must be granted if a doctor's excuse is presented, should one of those days be missed due to illness. If a doctor's excuse is not provided, the overtime will be paid at a rate of time and a half. Pre-approved vacation used the preceding or following day of the holiday worked will not negate the additional pay for working the holiday.

Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

When a holiday enumerated in this section falls on Sunday, the following Monday shall be observed. When a holiday enumerated falls on Saturday, the preceding Friday shall be observed.

If a holiday falls on an employee's regularly scheduled time off, they shall be entitled to a day off in compensation.

Clarification of the above for employees receiving Saturday and Sunday as their normal day off and the holiday falls on a Saturday or Sunday:

An employee who has a regular scheduled day off on Saturday or Sunday shall receive a City holiday of either Friday or Monday as set by the City Manager. This shall become their paid holiday.

A. If an employee is called out to work on the National holiday – employee will be paid double time only since their city holiday is either Friday or Monday. Their city holiday was not interrupted so they received their holiday off.

B. If an employee is called out on a city-designated holiday, the City will pay 1.5 times the normal wage rate, plus receive time off equal to the amount of time they were called in for the interruption of their city holiday.

Fire Personnel

The following holidays are recognized for Twenty-Four (24) Hour Fire Personnel:

New Year's Day	**Thanksgiving Day**
Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**

Labor Day

The day the national holiday falls shall be observed as a holiday. As an example, the New Year's Day holiday will be the 24-hour shift starting at shift change in January. Lieutenants will be expected to work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. If a fire lieutenant works on a national holiday, they may elect to be paid 24 hours or bank 24 hours of holiday time in addition to regular pay for all recognized holiday hours worked. Additionally, they receive twelve (12) hours of Holiday Time for recognized national holidays that are not worked.

Floating Holidays for Fire Personnel
Two floating holidays (48-hours of floating holiday time) will be applied to Fire Lieutenants accrued time on July 1 of each year. Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director. Floating holidays must be used on or before June 30th of each year.

Floating Holidays for Police Personnel
Police Sergeants will be allowed to rollover forty (40) hours of holiday time into the next fiscal year. The carried-over holiday time must be used within 60 days of July 1st.

2.2 VACATION LEAVE
Vacation leave is a means whereby an employee may accumulate leave time on an earned, annual basis. All full-time employees will receive vacation leave as follows:

Years of Consecutive Service Days of Annual Leave Accrual

*Years of Consecutive Service Days**	*Days of Annual Leave Accrual*	*Hours of Annual Leave Accrual*
90 days	*10*	*80*
1 year	*10*	*80*
3 years	*13*	*104*
5 years	*15*	*120*
10 years	*20*	*160*
16 years	*21*	*168*
17 years	*22*	*176*
18 years	*23*	*184*
19 years	*24*	*192*
20 years	*25*	*200*

*one day of leave = 8 hours

The following policies and procedures pertain to vacation benefits:

Effective July 1, 2026, after completion of ninety (90) days of consecutive employment, each new hire will receive eighty (80) hours of vacation, or 48 hours for Fire Lieutenants. Any employees hired prior to July 1, 2026, who have completed ninety (90) days of consecutive employment but have not yet completed six (6) months of employment as of the effective date, will receive this initial vacation

allotment upon implementation of the policy.

Employees who have completed six (6) months of employment but are still within their first year as of July 1, 2026, will receive an additional forty (40) hours of vacation leave, for a total of eighty (80) hours during their first year of employment. If vacation hours are not used prior to anniversary end, only the amount indicate for carryover in this policy will be allowed to transfer.

If an employee resigns or is terminated for any reason before the employee's one-year anniversary there is no payout of unused vacation.

Departments will schedule vacation leave regarding the department's operating requirements and responsibilities, and as possible, at the request of the employees. Vacation should be requested as early as possible prior to the time vacation is desired. In the event a municipal holiday occurs during an employee's scheduled vacation, such holiday shall not be charged as vacation leave.

Time lost due to occupational accident or disease will be considered as time worked.

Vacation money may not be paid to employees who work in lieu of their vacation unless recommended by the City Manager and approved by the City Council.

If an employee becomes ill while on vacation, the employee may, upon advising and receiving permission from their supervisor, change the time ill to sick leave instead of vacation.

Any full-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for vacation leave earned and unused to the date of their termination.

Employees not covered by a collective bargaining agreement may be allowed to carry over a maximum of sixty-four (64) hours of vacation and compensatory time combined beyond their anniversary date. All other vacation leave time must be used on or prior to the pay period when the anniversary date falls, unless otherwise specified for Police Sergeants or Fire Lieutenants. All hours beyond the allowed carry-over will be forfeited. Vacation leave accruals will appear on an employee's pay stub for the pay period in which their anniversary occurs.

Prior Municipal Government Service

After five (5) years of satisfactory or above service to the City of Clive, department directors will be recognized for their prior municipal government service. The director will be given 50% credit of previous public service plus the years of service in their current position for the combined years of service to be used for the vacation leave. For example, Sue Smith Director of Leisure Services has completed her fifth year of service for the City of Clive plus she receives 50% credit for the 20 years worked for Anytown, USA. Her new vacation leave calculation in year six would be twenty days.

Vacation for Police Sergeants & Fire Lieutenants

Police Sergeants and Fire Lieutenants are non-union employees; however, their vacation accrual, usage, and carryover provisions are aligned with the respective Police and Fire collective bargaining agreement guidelines, as determined by the City.

At the Fire Lieutenant's anniversary date, 120 hours of combined compensatory and vacation time may be rolled over.

Fire Lieutenants will accumulate annual leave/vacation time per the following schedule:

Years of Consecutive Service	*Hours of Annual Leave Accrual*
6 months & probationary release	*48*
1-4	*120*
5-9	*168*
10-11	*192*
12	*216*
13-15	*240*
16	*240*
17	*240*
18	*240*
19	*264*
20	*288*

2.3 MERIT VACATION

Department directors and the Assistant City Manager will be granted three (3) administrative leave days annually, each July 1. They are for use by the department director, or they may offer all or a portion of it to staff members as an incentive. The department director or staff must use Merit Vacation leave on or by June 30 each year. It is payable at the time of separation from the City of Clive.

2.4 SICK LEAVE

Full-time employees shall earn sick leave at the rate of one day per month for a total of twelve working days per year. Each employee, upon hiring, shall receive six days of sick leave automatically. Fire Lieutenants shall earn sick leave at the rate of 12 hours per month (or 6 days per year) for a total of 144 hours per year. Upon hiring, Fire Lieutenants shall receive 72 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave. Benefit qualifying part-time employees, not including 12–24-hour shift employees, so long as the leave is during their regularly scheduled workday, shall be granted sick leave and shall accrue sick leave according to the guidelines detailed in section 3.18.

No payment of accrued and unused sick leave shall be made upon separation from City employment, except in the case of retirement of a full-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 360 hours of payback, shall be made to the retiring full-time employee.

Example 1: Full-time employee retires with 800 hours of accrued sick leave. 50% of 800 hours (400 hours) exceeds the eligible limit of 360 hours. This employee will receive payback on the first 360 hours of the accrued leave.

Example 2: Full-time employee retires with 500 hours of accrued sick leave. 50% of 500 hours (250 hours) is under the 360-hour threshold, so the employee will receive payback on 250 hours of accrued sick leave.

If an employee is eligible to receive disability benefits for non-work-related illness or injury under the

City's long-term disability policy, sick leave shall not be paid to an employee while receiving such benefits.

For absences of three or more consecutive days, a doctor's signature may be required before the employee may resume work. Additionally, the employee's supervisor must inform the Human Resources Manager when an employee is out on sick leave for three or more consecutive days to follow the Family and Medical Leave of Absence section of this handbook (Section 2.9).

Sick leave shall not be used as vacation.

At the discretion of a department director, any employee absent from work because of a claimed illness on a scheduled workday immediately before or immediately after normal days off, holidays or vacation days, may be required to supply a doctor's certification of illness for the absent workday/s before becoming eligible for sick leave pay for the absent workday/s.

Disabilities caused or contributed to by pregnancy and recovery therefrom shall be covered by accumulated sick leave.

In case of absence due to illness or emergency, the department director should be notified as soon as possible.

For purposes of computing hours worked, planned/approved leave will count as time worked.

If an employee's sickness or disability extends beyond the employee's accrued sick, vacation leave, and accrued compensatory time, the City Manager may grant an unpaid leave of absence. Such leave must conform to the leave of absence policy.

No employee shall be entitled to sick leave while absent from duty due to the following causes. Sickness or disability sustained while on a leave of absence without pay, unless it can be shown that the condition existed prior to the leave of absence.

Employees wishing to receive leave from other employees need to submit a "Request to Receive Transferred Sick Leave" form to receive transferred leave from their department and others. The request is recommended for approval or denial by the employee's department director and the City Manager. All personal time, including vacation, compensatory time, and holidays, and Major Life Event Leave (MLE), must be exhausted prior to requesting donated sick leave. Donated leave can only be used for personal illness and not for family illness. During the time an employee is using donated leave, the City's matching contribution to that employee's deferred compensation program will not continue while the employee is receiving donated leave.

Employees who wish to voluntarily donate sick leave may do so in four-hour increments using the "Request to Donate Sick Leave" form. Any individual employee may transfer up to a maximum of 24 hours of sick leave in a calendar year.

At the end of the absence, any remaining transferred leave will be transferred back to the employees who donated it on a prorated basis, rounding to the nearest ½ hour.

The maximum amount of transferred leave cannot exceed the number of days until the employee is eligible for long-term disability (LTD) benefits.

At the discretion of the City Manager, non-emergency employees (i.e., employees other than police officers, firefighters/paramedics/EMT, and snow removal staff) may be excused from reporting to work due to inclement weather. When appropriate and feasible, temporary remote work arrangements may be approved at the discretion of the Department Director or City Manager. Full-time and part-time employees who elect to be absent from work due to inclement weather, even though the weather does not close the City's offices, must use available leave, including, vacation, compensatory time, or unpaid leave, for the number of hours they were scheduled to work, unless otherwise specified.

After an employee has accumulated more than 1,200 hours (1680 hours for Fire Lieutenants) of sick leave, the employee is allowed the option of trading the excess hours over 1,200 (1,680 for Fire Lieutenants) for time off at the rate of four hours sick leave for one hour of time off.
As a mutual protection for the employee and the City, the City Manager may require an employee to submit to a physical examination by a designated physician when, in the manager's opinion, the performance of the employee may have become limited or weakened by virtue of impaired health. This physical examination shall be at the expense of the City.

Other uses of sick leave may include any form of preventative medicine or treatment that requires the employee to take time off during normal working hours to see a doctor, for medical tests, dental, chiropractic, or any other similar professional medical attention. Such usage must be approved by the employee's supervisor prior to leaving the workstation. For non-union employees, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.

Family Sick Leave
Employees are encouraged to care for their immediate family members when the necessity arises. The number of days of sick leave allowed for family illness or injury will be limited to three workdays per episode for full and benefit-qualifying part-time employees, so long as the leave is during their regular scheduled workday, except for Fire Lieutenants, where family sickness would be allowed for one entire 24-hour shift only. In the event of a dire emergency, the number of sick days used for family illness per episode may be increased with the permission of the City Manager.

Any employee who is proven to have fraudulently used their sick leave compensation from the city will be subject to disciplinary action up to and including dismissal.

2.5 MILITARY LEAVE
The City shall comply with the statute granting leave of absence for military leave in accordance with the provisions of Section 29A.28, the Iowa Code, as the same may be amended from time to time. Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from the City for the period of such active state or federal service, without loss of status or efficiency rating. The city will pay the employee's regular earnings for the first thirty days of the calendar year.

2.6 BEREAVEMENT AND FUNERAL LEAVE
In case of death in the immediate family, as defined in this handbook, a full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave

of absence with pay of up to five calendar days or forty hours.

The full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of one day, or eight hours, in case of the death of aunts, uncles, nieces, or nephews of the employee or spouse.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off may be taken in four-hour increments.

One-half day off with pay, at the department director's discretion, will be allowed to employees who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

Fire Lieutenants - In case of death in the immediate family, as defined in this handbook, Lieutenants may be granted a leave of absence with pay up to two shift days.

The Fire Lieutenants may be granted a leave of absence with pay of 8 hours in case of the death of aunts, uncles, nieces, or nephews. The department director may allow one additional day, depending upon the functions required of the employee.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off must be taken in full-day increments.

Four-hours off with pay, at the Fire Chief's discretion, will be allowed to Fire Lieutenants who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

2.7 JURY LEAVE

Any full-time employee and benefit-qualifying part-time employee who is selected for jury duty shall receive a paid leave of absence for the active time spent on such duty so long as it occurs during a regularly scheduled workday. Employees receiving Jury Leave must furnish a copy of the Jury Summons to HR and their supervisor to be placed in their personnel file.

City employees required to appear in court on behalf of the City or are required by the courts for purposes other than personal during regularly scheduled work hours shall receive their normal earnings and expenses from the City. Any compensation paid to an employee by the courts shall be turned over to the City, except for meal and travel expenses.

2.8 LEAVE OF ABSENCE

Regular full-time and benefit-qualifying part-time employees may request an unpaid leave of absence after successfully completing their probationary period. A regular full-time employee may desire a non-FMLA-related unpaid leave of absence for up to 90 days from employment, upon written request to the department director and subsequent approval of the City Manager, may be granted a leave of absence not to exceed 90 days in duration without pay or the accrual of any benefits. The employee requesting shall state the reasons why, in their opinion, the request should be granted, the date when they desire the leave to begin, and the probable date of return. The request shall be submitted no later than ten (10) days prior to the date of the anticipated absence whenever possible. The City Manager, upon the recommendation of the department director, may approve or reject such request based on the operating requirements of the department, taking into consideration the division's work units,

workload, availability of temporary substitute employees, the performance and attendance record of the individual, and the reason for the request.

Any unpaid leave of absence shall not exceed ninety (90) days in duration unless an extension is approved by the City Manager. Except for FMLA granted leave, benefits including vacation leave, sick leave, holidays or other forms of indirect compensation will not accrue and the employee may continue to be covered by group medical, dental, vision, and life insurance, but will be responsible for paying one hundred percent (100%) of the premium costs.

During an unpaid leave exceeding five (5) consecutive days, an employee:

- Does not earn vacation or sick leave.
- Does not collect sick leave benefits in the event they become ill.
- Does not contribute to retirement programs.
- Must reimburse the City for all group hospital and medical insurance premiums paid while on leave (except for FMLA granted leave), if coverage is desired to be continuous.
- Must reimburse the City for all coverage under group life and disability insurance, except FMLA granted leave, and for MFPRSI-covered employees, if coverage is desired to be continuous.

2.9 LACTATION ACCOMMODATION POLICY

The City will provide reasonable break time for an employee to express breast milk for the employee's nursing child for one year following the child's birth. An employee needing lactation accommodations should inform their supervisor or Department Director and discuss any relevant workload or scheduling issues. Each Department will work with employees to arrange for a room or location within proximity to the employee's work area, other than a bathroom, where the mother can express milk in privacy. Lactation breaks will typically be between 15 and 20 minutes in length and may be taken as frequently as necessary.

2.10 PARENTAL LEAVE

Purpose

As an employer, the City of Clive intends to support work-life balance and provide opportunities for an employee's family to thrive. Knowing that during events such as birth and adoption, an employee's focus needs to be with their family members, this policy provides paid leave benefits to support and ease the burden on employees. Parental Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of 320 hours for the birthing parent and 160 hours for the non-birthing or adopting parent(s) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants). For benefit-qualifying part-time employees, up to a maximum of 232 hours (the number of hours in their regular schedule up to eight weeks of leave) for birthing parents and a maximum of 116 hours (the number of hours in their regular schedule up to four weeks) for the non-birthing parent or the adopting parent of paid leave to support family members, provide care, and bond with new family members.

Eligibility

Employees must either be full-time or benefit-qualifying part-time employees at the time of the request for paid leave. If both parents are employees of the City of Clive, they each will receive the full benefit they are eligible for under Parental Leave.

Employees in any of the following circumstances do not qualify for paid Parental Leave under this policy but may be eligible for other paid leaves, such as family sick leave, bereavement, or Major Life Event Leave: miscarriage, stillbirth, or death of a child; being named as a guardian, entering a foster parent arrangement; adopting a spouse's child; and employees who are on administrative, long-term disability or military leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

Leave and Benefit Amounts
Approved Parental Leave will be available once approved by the department director and Human Resources. The leave shall be paid at 100% of the employee's regular pay rate. For the duration of the leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Parental Leave.

Benefit Limitations
Parental Leave benefits are limited to 320/160 hours full-time or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week and 232/116 hours benefit-qualifying part-time in any rolling 12-month period. Full-Time Fire Personnel regularly scheduled greater than 40 hours per week, upon approval, may be eligible to take up to four hundred and twenty-four (424) hours (up to eight (8) weeks) for birthing parents and up to two hundred and twelve (212) hours (up to four (4) weeks) for non-birthing parents. Leave for non-birthing or adoptive parents may be taken intermittently; for example, a non-birthing parent may take two weeks at birth and another two weeks when the birthing parent returns to work. Leave for birthing parents generally must be taken as a continuous block of time. However, if a birthing parent desires a gradual return to work, upon request to Human Resources and depending on the employee's position, the City may approve the last two weeks of leave to be on a reduced schedule. This means an employee could return to work on a part-time basis for four weeks while still utilizing FMLA leave for the non-working hours. The benefit must be used within 12 months following the first use of this leave. Leave may not be used in less than 4-hour increments.

Coordination with Other Policies
Paid Parental Leave taken under this policy will run concurrently with unpaid leave under the Family and Medical Leave Act (FMLA).

Once this paid Parental Leave is exhausted, an employee who remains on FMLA leave must concurrently use paid sick, vacation, floating holiday, and compensatory time. If all paid leave has been utilized, the employee may go into an unpaid leave status, may be eligible for donated sick leave, or may be eligible for Major Life Event Leave.

Policy Administration
Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Parental Leave will be forfeited at the end of the 12 months following the first use of the leave. Upon separation from employment with the City, employees will not be paid for any unused Parental Leave.

2.11 MAJOR LIFE EVENT LEAVE

Purpose

This policy provides paid leave benefits to support and ease the burden on employees with major life events, such as serious illness, death, and other extreme occurrences. Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees and Benefit Qualifying Part-Time employees to take paid leave for a demonstrated need to support immediate family members, provide care, or manage a Major Life Event. Full-Time employees, upon approval, would be eligible to take up to one hundred and sixty (160) hours or equivalent hours commensurate with the full-time position if scheduled above 40 hours per week (such as fire lieutenants). Full-Time Fire Personnel with schedules above 40 hours per week are eligible for two hundred and twelve (212) hours of Major Life Event Leave. Benefit Qualifying Part-Time Employees, upon approval, would be eligible to take up to eighty (80) hours of Major Life Event Leave.

Eligibility

Employees must either be full-time or benefit-qualifying part-time employees at the time of the request for paid leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

Categories of Eligible Major Life Events

1. Spouse, Parent, or Child's Serious Health Condition

Employees who desire to use such leave to care for a spouse, parent, or child with a serious health condition must either submit a request for FMLA (separate documentation is not required), as provided in the City's FMLA policy, or if not yet eligible for FMLA, an employee may submit a request form to Human Resources within five (5) workdays of the onset of leave. The request must include a statement by the employee identifying the date supporting documentation was requested from the medical provider and, to the best of the employee's knowledge, the following:

- The nature of the illness/health condition
- The anticipated period of recovery
- The extent and nature of care required by the employee.

For the purposes of this Section, the definition of serious health condition is generally defined the same as FMLA regulations such as an illness, injury, impairment, or physical or mental condition which requires inpatient care or continuing medical treatment or supervision by a healthcare provider and that will require the prolonged or extended absence of the employee to provide care. Examples include, but are not limited to, conditions such as cancer, heart attacks, strokes, severe injuries, and Alzheimer's disease. Serious health conditions related to typical pregnancy, birth, and delivery, or postnatal care shall be covered under Section 2.12 Parental Leave and are not eligible for additional leave under this Section. Cosmetic procedures and short-term conditions for which treatment and recovery are very brief, such as the common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not considered serious health conditions under this policy.

2. Events Leading Up to and Following the Death of an Immediate Family Member

This subcategory of Major Life Event Leave is intended to provide time for employees who need to serve as a primary caregiving role to assist immediate family members, as defined in Section 2.6 of the

Employee Handbook, in preparation for the final stage of life, hospice, palliative care, funeral preparations, or after-death responsibilities. Employees who desire to use such leave may submit a request to their Department Director for review. The Department Director shall make a recommendation to the City Manager for final approval of leave. The department director and employee shall identify an interim plan to be included with the department director's recommendation to the City Manager indicating how essential job functions will still be accomplished during these absences, e.g., remote work, flex time, duties shifted to specific staff, etc. The request must include, to the best of the employee's knowledge, the following:

- The nature of care being provided
- The anticipated period of care
- Frequency and length of absences, e.g., 1 day a week, afternoons, etc.

Major Life Event Leave taken under this section will run consecutively with bereavement leave, as provided in Section 2.6 of the Employee Handbook.

3. Other Extenuating Major Life Event Situations

The City recognizes that employees and their families may experience major life events that are rare and not covered by the two preceding categories or other city policies but significantly impact an employee's life and should be considered. Employees wishing to request such leave to address major life events not included in the above categories may submit a request form to Human Resources. The request must include a statement by the employee identifying the following:

- The nature of the major life event
- The anticipated period of leave needed relates to the major life event

The City Manager shall review requests for Major Life Event Leave under this category. The City Manager's decision on eligibility for major life events under this category shall be the final decision. Non-exhaustive examples of major life events this category is intended to address include, but are not limited to, the death of an ex-spouse when you need to support your children through the event; an illness of a close family friend who has no family; divorce; a victim of violent crime; recovery from fire or other natural disasters; or an employee's serious illness as defined in this policy with extenuating circumstances.

Leave and Benefit Amounts

Major Life Event Leave will be available following recommendation by the Department Director to the City Manager, and approval by the City Manager. The Major Life Event Leave shall be paid at 100% of the employee's regular pay rate. For the duration of Major Life Event Leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Major Life Event Leave.

Benefit Limitations

Major Life Event Leave benefits are limited to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week. Benefit-qualifying part-time employees up to eighty (80) hours of paid leave.

Such leave may be taken intermittently but shall be used in not less than four (4) hour increments. Employees shall be allowed to use such leave for multiple qualifying events during the benefit cycle up to the cumulative total hours of eligible Major Life Event Leave.

Major Life Event Leave availability shall be calculated as a rolling 12-month period measured forward from the date of any Major Life Event Leave usage. The remaining leave is the balance of the total eligible hours not used during the previous 12-month period for the Major Life Event Leave. Final determination of leave eligibility and hours granted under this policy shall be made by the City Manager.

Coordination with Other Policies
If the employee is eligible for Family and Medical Leave Act (FMLA) leave or becomes eligible during a major life event, the paid Major Life Event Leave taken under this policy will run concurrently with leave under FMLA. If an employee experiences a qualifying Major Life Event but has utilized a portion of or the entire eligible time off under the Family and Medical Leave Act during the 12-month rolling period, the employee shall remain eligible to utilize their total eligible hours of Major Life Event Leave.

Once Major Life Event Leave is exhausted, sick (if eligible), vacation, floating holiday, and compensatory time will be used. If all paid leave has been utilized, the employee may go into an unpaid leave status.

Policy Administration
Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Major Life Event Leave shall not be rolled over to a future 12-month rolling period. Upon termination of employment with the City, the employee shall not be paid for any unused Major Life Event Leave for which they were eligible.

EMPLOYEE BENEFITS

3.1 HEALTH INSURANCE
Health insurance benefits for all employees are administered in compliance with the Affordable Care Act (ACA). Eligibility for non-union employees will be determined in accordance with applicable federal requirements. The City will contribute a monthly amount toward group health insurance for each eligible employee and their dependents. For detailed information on the plans offered, please review the employee benefits guides.

3.2 DENTAL/VISION INSURANCE
The City will provide dental and vision insurance for each regular full-time employee. In addition, the City will make payroll deduction available for employees who wish to take family coverage (with orthodontia). Eligibility is effective the first day of the month following the month of hire.

3.3 FLEXIBLE SPENDING ACCOUNT
Full-time employees may elect to participate in the City's IRS Section 125 Flexible Spending Account (FSA). For more information, please review the employee FSA benefits guide.

3.4 LIFE INSURANCE
The City will cover regular full-time employees with a term life insurance policy equal to one time the employee's salary plus $10,000, at no cost to the employee. Eligibility is effective the first day of the month following the month of hire. Per the Internal Revenue Service, when the total amount of a term life insurance policy exceeds $50,000, the City's imputed cost of coverage more than $50,000 must be

included in the employee's annual income and is subject to Social Security and Medicare taxes. For more information, please review the employee benefits guides.

Exception
In the case of employees who have attained the age of seventy and remain in service to the City, due to actuarial differences beyond the control of the City, the City may not always be able to maintain their participation in the above-group benefit plans. To the extent that the City is unable to maintain participation in the group plans enumerated above for an employee past age 70, the City shall make available funding for an employee benefit program which shall be at least equal in amount to that contributed by the City for similarly situated employees under age 70 who are participating in the above-group benefits plans. Due to actuarial differences beyond the control of the City and the unavailability of certain benefits to persons over age 70, individual plans may be offered to employees over age 70, which shall be subject to the approval of any affected employee and the City Council.

3.5 LONG-TERM DISABILITY
The City will provide a long-term disability policy for regular full-time employees other than sworn police officers who have coverage through Municipal Fire & Police Retirement System of Iowa. For detailed information on the plans offered, please see the Summary Plan Descriptions available from Human Resources.

A regular employee who suffers an off-the-job injury or illness will be required to use accrued benefits (including sick leave, vacation, compensatory, and holidays) until exhausted during the leave period. FMLA leave (if applicable) will run concurrently with paid leave. An employee on disability leave will be permitted to continue their coverage under the group health insurance and/or life insurance at their own expense. Employees on FMLA leave will be entitled to continue their coverage under the group health insurance provided in Section 3.1 of this handbook.

3.6 WELLNESS
The wellness program demonstrates the City's concern for the wellbeing of its employees and their families and is designed to improve employee morale leading to increased productivity. A wellness program offers the potential for reduced sick leave and loss of time through absenteeism. The city encourages the use of local wellness resources when possible. For non-union employees, not subject to a collective bargaining agreement, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions. Eligibility for wellness programs and related benefits is limited to active employees. All wellness related benefits, incentives, and discounts end when employment ends, including retirement.

Examples of eligible programs include, but are not limited to, the following:

- Flu Vaccines (available to all staff)
- Position-Required Physicals (all firefighters)
- Exercise Rooms at the Public Safety Center and Clive City Hall/Library (Waiver Form for All Staff.)
- Participation in the City Council approved Employee Wellness Program.
- Hepatitis B Vaccinations – for more information and forms refer to Hepatitis B in section 6.15.

Aquatic Center Passes and Recreation Programs

In an effort to promote work/life balance for employees effective December 1, 2023, employees will be able to purchase aquatic center passes and Clive recreation programs for 50% of the resident rate.

3.7 EMPLOYEE ASSISTANCE

Recognizing that employees' personal problems can damage or interfere with job performance, the City provides an Employee Assistance Program (EAP) to give confidential therapy and counseling to all employees and their families for marital, familial, emotional, psychological, and financial problems, as well as for overcoming drug and alcohol dependency.

Employees may call the EAP therapist themselves to arrange counseling, or they may be referred to the therapist by a supervisor. All counseling is strictly confidential, and, in the case of a supervisor referral, the supervisor will only be notified that contact has occurred between the employee and the counselor.

Using the EAP services does not protect an employee from enforcement of this policy or in any way prevent testing or prevent the City from enforcing appropriate consequences for employees who violate this policy.

3.8 FOREIGN LANGUAGE CASH INCENTIVE

Regular full-time and benefit-qualifying part-time employees meeting the basic standards for fluency in languages other than English, who have been approved by their department director and/or City Manager by November 1 of each year, and who are willing to use their ability to interpret on an as-needed basis at their customary hourly rate, will receive an annual $250 cash incentive for each language they are fluent in, so long as a request form is completed for each one. Such pay, reflecting the current calendar year, shall be paid out the first payroll in December of each year as a lump sum.

3.9 EDUCATIONAL INCENTIVE PAY

Each full-time employee, upon completion of their probationary period, excluding management personnel or personnel in positions requiring an Associate of Arts, Bachelor's, or Master's Degree as an entry-level qualification, is eligible to receive educational incentive pay in recognition of their enhanced value to the City.

Employees who elect to receive educational incentive pay under this policy are not eligible for financial assistance for academic training as outlined in Section 3.10.

New applications, including an uncertified transcript are due to Payroll by November 1 of each year.

Such pay shall be conditioned upon the following:

A. The degree relates directly to the employee's current job duties or to a job within the City to which the employee could reasonably be promoted. An employee planning to obtain a degree they consider eligible under this program should obtain prior confirmation from their department director.

B. The degree obtained is either an associate degree, bachelor's degree, or master's degree from an accredited four-year or two-year college.

C. The coursework was completed on the employee's own time unless otherwise approved.

D. The employee obtained at least a 2.0 final grade point average on a 4.0 scale for an associate degree or bachelor's degree. Or the employee obtained at least a 3.0 final grade point average on a 4.0 scale for a master's degree. Proof of completion of the degree shall be in the form of a certified transcript from the college attended.

E. The employee's department director and the City Manager shall determine eligibility under this incentive pay program.

Educational incentive pay, which shall be effective upon approval by the City Manager, shall be in addition to base pay received by the employee, and shall be included in the regular hourly rate for the purposes of computing overtime pay. Such pay shall be paid out in the first payroll of December of each year as a lump sum. Per the Internal Revenue Service, the employee receiving this benefit may be taxed on the dollar value of the incentive received.

The award of educational incentive pay shall be as follows:

COLLEGE DEGREE	**SEMESTER HOURS COMPLETED**	**QUARTER HOURS COMPLETED**	**ANNUAL PAY**
Associate of Arts or Science (AA/AS)	64	96	$550
Bachelor of Arts or Science (BA/BS)	124	186	$900
Master's Degree	n/a	n/a	$1000

Example 1: if an employee is receiving the associate degree incentive benefit level and decides to obtain a bachelor's degree instead, the employee must choose between either receiving credit hour assistance or the bachelor's degree incentive pay.

Example 2: if the employee elects to receive credit hour assistance, the employee will be frozen at the associate degree incentive pay level. If, on the other hand, the employee chooses not to receive credit hour assistance, the employee is eligible for the bachelor's degree incentive pay upon earning the degree.

3.10 ADVANCED EDUCATION FINANCIAL ASSISTANCE

Financial assistance for academic training sets forth the conditions and procedures whereby regular full-time employees who have enhanced their value to the City through academic instruction may receive reimbursement from the City for a portion of their educational expense. This policy does not apply to conferences and technical short courses that provide specific job training. Technical conferences and short courses, when authorized, will be paid for from accounts for training expenses. If the technical conference or short course is held within the State of Iowa, the department director may authorize attendance. If the technical conference or short course is held outside the State of Iowa, the City Manager must authorize attendance. Additionally, this policy does not apply to post-graduate coursework.

If an employee chooses to receive financial assistance from the City for academic training under the Advanced Education Financial Assistance policy, the employee is not eligible for Educational Incentive Pay. For detailed information and appropriate forms follow the link to Clive365, Education Tuition Reimbursement Request.

3.11 CELL PHONE REIMBURSEMENT

The City will provide a monthly cell phone reimbursement to those employees who are required to be available outside of office hours, recommended by their department director and approved by the City Manager. The full policy is available in the Financial Policy Handbook found in the employee intranet.

3.12 REIMBURSEMENT OF COMMERCIAL DRIVER'S LICENSE (CDL) FEES

Full-time employees will be reimbursed for CDL fees paid over and above the cost of a non-commercial operator's license if they are required to have the CDL endorsement as a condition of their job description.

3.13 STATE RETIREMENT SYSTEMS

All employees shall participate in a retirement program governed by the policies and benefits as prescribed by the various retirement and pension programs. For employees covered under a collective bargaining agreement, eligibility and employer contributions are governed by the applicable agreement. Both the City and the employee shall contribute an amount prescribed by the policy or statute. The current retirement programs and participants are Iowa Public Employees' Retirement System (IPERS), Social Security (FICA) and Municipal Fire & Police Retirement System of Iowa (MFPRSI).

An authorized agent or officer of the pension plan shall be responsible for contacting the employee to explain the benefits, policies, and procedures of the program. For more information and details, please contact Human Resources.

Pursuant to the Iowa Public Employees Retirement System (Iowa Code Section 97B) and the Iowa Civil Rights Act (Iowa Code Chapter 216), those employees of the City who are members of the Iowa Public Employees Retirement System may remain in service beyond the date the member attains the age of sixty-five until attaining the age of seventy. However, after attaining the age of seventy, the member may remain in service to the City for periods as the City Council approves, and the member shall retire on the first day of the month following the last approved period.

All employees of the City who are not members of the Iowa Public Employees Retirement System and are covered by other retirement plans or provisions of the Iowa Code shall be required to retire in accordance with the retirement plan and statutes applicable to them.

3.14 DEFERRED COMPENSATION

The City of Clive offers a voluntary 457(b) deferred compensation plan to employees. All employees, including full-time and benefit-qualifying part-time employees, are eligible to participate in the deferred compensation plan, unless otherwise specified in the plan document. Participation is voluntary and allows employees to defer a portion of their compensation on a pre-tax or Roth basis, subject to Internal Revenue Service (IRS) limits.

The City will match up to a percent of annual base wage during the pay period, including the employee's following anniversary:

On Anniversary	*City Match Percentage*
1-4	*1*
5-9	*1.5*
10-14	*2*
15-19	*2.5*
20+	*3.5*

For department directors, the City will match up to a percent of annual base wage:

On Anniversary	*City Match Percentage*
1-4	*1*
5-9	*2*
10-14	*2.5*
15-19	*3*
20+	*3.5*

In accordance with applicable law, employees covered by collective bargaining agreements for Police (MFPRSI) who were hired on or after January 1, 2011, are not eligible to receive City contributions to the deferred compensation plan.
The City may contribute to eligible employees' deferred compensation plan as approved by the City Council or as outlined in applicable agreements. Employees may enroll, modify, or discontinue contributions in accordance with plan provisions and administrative procedures. The City will not make any contributions for employees who do not contribute themselves.

3.15 RETIREE HEALTH INSURANCE

For employees wishing to voluntarily retire who are a minimum of 55 years of age at the time of retirement; have at least 21 years of service with the City; and wish to remain on the City employee health insurance plan, the City will assist the employee with the cost of single coverage health insurance until the retiree is eligible to receive Medicare benefits, according to the following schedule based upon length of cumulative regular full-time service to the City:

Years of Service	*Percentage of Single Coverage by City*
Less than 21 years	*0%*
21 years	*10%*
22 years	*20%*
23 years	*30%*
24 years	*40%*
25 years	*50%*
26 years	*60%*
27 years	*70%*
28 years	*80%*
29 years	*90%*
30 or more years	*100%*

As of January 1, 2022, there will be no monthly proration of years of service for the percentage of the City's contribution.

At the time of retirement, the employee may elect to cover or continue coverage for dependents for health, dental and/or vision at the expense of the employee subject to the provision of this section. An employee's spouse is not eligible for coverage if they are eligible for Medicare.

Once an employee is a retiree, they will no longer be allowed to add dependents to any City of Clive insurance plans (health, dental, or vision) in place, nor will they be allowed to bring the dependent back on if previously dropped from coverage. The only status change available to a retiree is to drop from a family plan to a single plan due to 1) change of status; 2) dependent is eligible for Medicare; 3) death of dependent; 4) dependent is no longer a fulltime student; or 5) dependent has reached the age of 26. After the retiree reaches Medicare eligibility age, any dependent or spouse covered under the City employee health plan may continue their coverage under COBRA for up to three additional years (36 months), or until the dependent becomes Medicare eligible, whichever comes first. The retiree is responsible for all expenses related to the policy.

3.16 RETIREE LIFE INSURANCE

After the retiree reaches Medicare eligibility age, any dependent the retiree has covered under the City employee health plan may continue their coverage under the City's plan for three more years, or until the dependent reaches Medicare eligibility, whichever occurs first. The retiree is responsible for expenses related to the policy.

As of July 1, 2011, for those full-time employees retiring with at least ten years of service, the City will provide $10,000 in life insurance coverage until the employee reaches normal Social Security retirement age.

3.17 PART-TIME EMPLOYEE BENEFITS

All part-time employees are a valued part of the Clive team and are recognized for their important role in providing quality service to Clive residents, businesses, and visitors. Part-time employees may be eligible for certain benefits depending on their classification and hours worked.

Benefit-qualifying part-time employees are those who are regularly scheduled to work a minimum number of hours as determined by the city and applicable law. Eligibility for benefits will be based on established thresholds and may be reviewed periodically.

Benefit-qualifying part-time employees may be eligible for prorated or limited benefits, including vacation leave, sick leave, floating holidays, bereavement leave, jury duty leave, and participation in deferred compensation.

Eligibility for specific benefits, including health insurance, will be administered in accordance with City policy and applicable federal requirements, including the Affordable Care Act (ACA), where applicable.

A. ALL PART-TIME EMPLOYEES

1. SERVICE CREDIT

All years of service, calculated from the employee's original hire date or the start date of a full-time or part-time position (whichever is earlier), will count toward the City's incremental (5, 10, 15, 20, 25, 30) Service Awards. Awards will be distributed during the anniversary month of the employee.

5 years = $30, 10 years = $50, 15 years = $75, 20 years = $100, 25 years = $150, 30 years = $200.

2. RETENTION INCENTIVE PROGRAM

A token of appreciation for the committed employee, recognizing the importance of continuing service to the community. The employee will be given a one-time award of:

Years of Consecutive Service	One-Time Award Amount
After 5 years	$250
After 10 years	$500
After 15 years	$750
After 20 years	$1,000
After 25 years	$1,500
After 30 years	$2,000
After 35 years	$2,500

Incentives will be paid during the pay period in which the employee's anniversary falls when reaching incremental years of service and is still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive. The incentive is granted once every five years.

3. IPERS RETIREMENT

All eligible hours worked will count toward eligibility and participation in IPERS (Iowa Public Employees' Retirement System).

4. UNPAID LEAVE

An employee may be granted unpaid leave with approval from the Department Director.

"Periods of unpaid leave will remain included in the calculation period when determining an employee's average hours worked per week for purposes of eligibility under this policy. As a result, unpaid leave may reduce an employee's average hours worked and may affect eligibility for benefits."

Employees must exhaust all available paid leave before utilizing unpaid leave authorized by the Department Director.

5. OVERTIME

Should part-time employees work more than 40 hours in a one-week period (Sunday through Saturday), they will be paid overtime at a rate of one and a half times their regular rate.

B. BENEFIT-QUALIFYING EMPLOYEES AVERAGING 20 HOURS OR MORE PER WEEK, NOT INCLUDING 12-24 HOUR SHIFT EMPLOYEES

Regular part-time employees averaging 20 hours per week over one (1) consecutive year shall be considered benefit-qualifying part-time employees and will be granted floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

1. **VACATION LEAVE:**

Years of Consecutive Service	Hours of Annual Vacation Leave Accrual
1 Year	40
5 Years	60
10 Years	80
16 Years	84
17 Years	88
18 Years	92
19 Years	96
20 Years	100

- After qualifying for benefits, benefit-qualifying part-time employees will receive prorated vacation leave based on hours worked, consistent with the vacation accrual schedule. Benefit-qualifying part-time employees are allowed to carry over a maximum of 20 hours of vacation beyond their anniversary date.
- Any benefit-qualifying part-time employee resigning or terminating employment with the City shall be compensated for vacation leave earned and unused to their termination date.

2. **SICK LEAVE:**

Months of Consecutive Service	Hours of Annual Sick Leave Accrual
Hire date	24
Subsequent months	4

- Each benefit-qualifying part-time employee, upon qualifying, shall receive 24 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave.
- All benefit-qualifying part-time employees shall earn sick leave at the rate of four (4) hours per month for a total of 48 hours per year.
- No accrued and unused sick leave payment shall be made upon separation from City employment except in the case of retirement of a benefit-qualifying part-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 180 hours of payback, shall be made to the retiring part-time employee.
- The number of sick leave hours allowed for family sickness will be limited to eight (8) hours per episode for benefit-qualifying part-time employees.

3. **CITY HOLIDAYS:**

Benefit-qualifying part-time employees shall be paid 4 hours of holiday pay for designated City

holidays if it fall on their regularly scheduled workday. City Holidays are as follows:

New Year's Day	**Thanksgiving Day**
Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**
Labor Day	

When the above-mentioned holiday falls on Sunday, the following Monday shall be observed. When the above-mentioned holiday falls on Saturday, the preceding Friday shall be observed.

4. FLOATING HOLIDAY

Each benefit-qualifying part-time employee shall receive sixteen (16) hours of the floating holiday to be applied to the accrued time on July 1st of each fiscal year.

- Current hires will receive 1.33 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire.
- Floating holidays may be taken at a mutually agreed-upon time with sufficient notice to the department director.
- Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.
- Any part-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for Floating Holiday leave earned and unused to their termination date.

5. DEFERRED COMPENSATION

Benefit-qualifying part-time employees who work an average of 20 or more hours per week and have been employed by the City for longer than one year are eligible to voluntarily participate in the 457(b) Plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of a benefit-qualifying part-time employee.

6. JURY DUTY

Paid Jury Duty leave will be granted if it occurs on a normally scheduled shift. Refer to section 2.7 Jury Leave in the City of Clive Employee Handbook.

7. TRANSITION TO FULL-TIME EMPLOYMENT

Benefit-qualifying part-time employees shall be able to use two years of City part-time employment to equal one year of full-time service for vacation accrual, deferred compensation contribution determination, and the retirement health insurance benefit.

C. PART-TIME 12-24 HOUR SHIFT WORKERS

1. **HEALTH INSURANCE PARTICIPATION:** Part-Time firefighter/paramedic/EMT employees will be eligible to participate in the City of Clive health plan if averaging 30 hours or more per week from April 1-March 31 (Clive's ACA Lookback Period). Coverage will be effective July 1

if the employee enrolls and pays the employee's share of the health insurance premium. Eligible employees will be invited to the annual health insurance informational meetings held each spring.

2. **DEFERRED COMPENSATION:** Part-time employees who work an average of 20 or more hours per week (and have worked for the city longer than one year) are allowed to voluntarily participate in the 457(b) Plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of part-time employees.

3. **RETENTION INCENTIVE PROGRAM:** A token of appreciation for the committed employee, recognizing the importance of continuing service to the community. The employee will be given a one-time award of:

Years of Consecutive Service	One-Time Award Amount
After 5 years	$250
After 10 years	$500
After 15 years	$750
After 20 years	$1,000
After 25 years	$1,500
After 30 years	$2,000
After 35 years	$2,500

Incentives will be paid during the pay period in which the employee's anniversary falls when reaching incremental years of service and is still employed by the City of Clive. Per the Internal Revenue Service, the employee receiving this benefit will be taxed on the dollar value of the incentive. The incentive is granted once every five years.

D. SEASONAL/INTERN: Seasonal employees, including interns, shall receive no paid leave and no benefits beyond IPERS eligibility.

3.18 YEARS OF SERVICE AWARD

The City of Clive recognizes the commitment their employees make to the Clive community and the efforts they put forth daily to provide excellent service to the community. The Clive City Council recognizes the pride employees take in their work and annually rewards committed employees. Employees are recognized every fifth anniversary for their years of service in our organization. As a reward for their years of service, recognized employees will receive credit toward purchases at the online Clive Store.

5 years = $30, 10 years = $50, 15 years = $75, 20 years = $100, 25 years = $150, 30 years = $200

3.19 MERIT AWARD

Throughout the year, challenges may be put forth to employees to perform above and beyond their normal duties. Or there may be competition among a group of employees, as proposed by the City Manager. The public, a supervisor, or a co-worker may nominate an employee for recognition of their service. As a reward for above average performance, a competition, or recognition, employees will receive additional paid time off as awarded by the City Manager on a quarterly basis.

EMPLOYEE POLICIES AND PROCEDURES

4.1 RECRUITMENT & HIRING PROCESS

The City's recruitment and hiring policy is to recruit and employ qualified applicants fairly and equitably. Application procedures for open positions will follow all applicable federal and state laws, including Iowa Veterans' Preference statutes (Iowa Code Chapter 25 C), and will adhere to the following process:

A. Any external/public open position announcement will be available to all employees by posting the notice on the city's website and other internet sources for at least ten days.
B. Internal Job Postings will be shared with all employees via an internal link sent to their email and will be open for a minimum of ten days.

C. Any member of the current staff who possesses at least the minimum qualifications required for the vacant position and has given satisfactory service to the City may apply for the vacant position.

D. Existing employees wishing to apply for the vacancy must submit an application as indicated on the position posting.

E. Each employee applicant will be reviewed in accordance with the selection procedures applying to external applicants, ensuring consistent and nondiscriminatory evaluation.

F. Recruitment activities will be used that are designed to reach and attract a broad and diverse pool of qualified candidates.

G. Preference will be given to existing employee candidates when their qualifications are equal to or greater than those of outside applicants. Employees interviewing for a role within their current department during regular work hours will be paid for the time spent in the interview. Prior notice must be given to the employee's supervisor. Only time during scheduled work hours is compensable.

H. At the City Manager's discretion, a current employee may be promoted to an open position without advertising or posting the vacancy, in accordance with applicable law.

I. In the event of extenuating circumstances, where the standard recruitment process would pose a hardship, the City Manager may proceed with the recruitment of a qualified candidate for a position without advertisement of the opening.

J. In accordance with the Code of Iowa, proper documentation must be submitted during the application process to claim veterans' preference.

Advertisements for positions may be published in local publications, websites, or media as deemed appropriate by the City Manager or City Council.

Individuals who are referred or have been recommended as potential candidates for employment will be given the same fair and objective consideration as all other applicants, - no more, no less – in accordance with the City's recruitment and selection procedures.

4.2 SELECTION

The appropriate department director/Human Resources and the City Manager shall determine who is the best qualified applicant from those interviewed for a position based upon a written rating of experience and education, job-related performance test, if applicable, oral interviews, background check, or any combination thereof, which is appropriate for the position being filled. These measurement criteria shall relate to those matters that will fairly test the capacity and fitness of the applicant to perform the duties of the position. Selection for employment shall be based solely on experience, competency, training, and other qualifications as outlined in the job description and will conform to the City's equal employment opportunity policy.

4.3 VETERANS' PREFERENCE

The City will comply with the applicable provisions of the Code of Iowa concerning veterans' preference.

4.5 EXAMINATION AND BACKGROUND CHECKS

At the City's expense, all new prospective regular full-time, regular part-time, and paid-on-call employees must satisfactorily pass a medical examination and drug screen before hiring is finalized. Prospective employees may also be required to satisfactorily pass a functional capacity test. Physical examinations and functional capacity testing will be conducted post-conditional offer of employment and will be conducted by a physician designated by the City of Clive, unless otherwise approved by the City Manager. Results of the examination, as well as other pertinent information, shall be documented and provided to the City.

Additionally, for all new employees, the city will, at its expense, conduct a criminal background check; verify educational credentials for positions requiring education beyond a GED/HiSET; and complete a driving record check. The City will also collect proof of insurance for employees who operate a personal vehicle for City business or City vehicle and a copy of the employee's driver's license. The City will conduct annual driving record checks at its expense and require updated proof of insurance annually. A copy of an updated driver's license is required to be provided to Human Resources upon expiration or license update. For employment purposes and with written consent, the City of Clive may obtain various consumer reports about prospective employees from one or more consumer reporting agencies. A consumer report, including a credit history report (for bondable positions), may also include information regarding the prospective employee's character, general reputation, personal characteristics, and mode of living, and it may be used in determining eligibility for employment.

After a conditional offer of employment has been made, the city may investigate worker's compensation claims through Iowa Workforce Development. The City may only use the information

gathered through a worker's compensation investigation when an injury might interfere with one's ability to perform required duties or would pose a significant risk of substantial harm that cannot be reduced or eliminated with a reasonable accommodation. Under the federal Americans with Disabilities Act, the city cannot and will not use medical information or the fact an applicant filed a workers' compensation claim to discriminate against applicants.

4.6 ORAL AND WRITTEN EXAMINATIONS

As a tool in evaluating an applicant, certain oral and/or written examinations may be required. The subject matter for these tests will ensure the degree to which candidates have identifiable characteristics that have been determined to be important for successful performance of the job applied for.

4.7 PROBATIONARY PERIOD

The probationary period shall be regarded as an integral part of the evaluation process and shall be utilized for observing the employee's work and for securing the most effective adjustment of the employee to their position. During the probationary period, the employee has an opportunity to demonstrate the proper attitude and abilities for the position in which they are employed.

All full-time and part-time employees shall be required to serve a probationary period of a minimum of six (6) consecutive months immediately upon appointment, demotion, promotion, or re-employment.

At least ten days prior to the expiration of an employee's probationary period but no later than the pay period in which the expiration date falls, the employee's supervisor completes the probation evaluations and the Director signs the "Probationary Release" form if the employees are to be placed in regular status. The City Manager will review the recommendation and determine whether to grant the individual regular status, extend the probationary period, or separate the employee.

City employees, except those employees governed by the civil service rules, are employed at will. The existence of a probationary period does not alter the at-will employment relationship. Consistent with the at-will relationship, any non-civil service employee may be removed or discharged from their employment with the City at any time, including during the probationary period, for any non-discriminatory reason. An individual discharged during this probationary period has no right of appeal. A person removed or discharged during a probationary period shall, at the time of removal or discharge, be given a notice in writing stating the reason/s for the removal or dismissal. The satisfactory completion of such probationary period shall not alter the at-will employment status of the employee and shall not be construed as any waiver of the City's absolute right at any time thereafter to remove or discharge any employee at any time, for any non-discriminatory reason, with or without cause.

An employee who successfully completes a probationary period shall receive regular status in their classification.

4.8 CITIZENSHIP AND RESIDENCE

General Personnel. For general personnel, United States citizenship is not an absolute requisite for City employment. However, non-citizens must show proof of eligibility for employment while in the United States.

A. *Sworn Personnel*. United States citizenship is required of all applicants for full and part-time sworn positions within the police department.

B. *Residency Requirements*. The City Manager and Assistant City Manager shall reside within the City of Clive within two years of the date of hire.

    a. Other emergency personnel, as defined in the employee handbook, shall reside within a thirty(30)-mile radius of City Hall, 1900 NW 114 Street, Clive, IA.

4.9 PUNCTUALITY

Employees are expected to report promptly at their designated starting time at their assigned workstation and be ready to begin work at that time.

If an employee knows that they will be fifteen or more minutes late, the employee must notify their immediate supervisor prior to coming to work, if possible, and state the reason for the tardiness and the approximate time they expect to report to work. If a non-exempt employee is habitually late, wages will be deducted in one-quarter-hour increments and, whether exempt or not, may be subject to disciplinary action.

4.10 UNEXCUSED ABSENTEEISM & TARDINESS

If an employee fails to furnish their supervisor with a reasonable explanation for missing work or for tardiness, or for missing work without available time off, the absence will be recorded as an "unexcused" absence in the employee's personnel file. If an absence is unexcused, the employee will not be allowed to utilize any accrued vacation days, personal days, or sick days to receive pay for that day, and therefore will not be paid for the unexcused absence.

Employee attendance records that show poor attendance or tardiness are to be reviewed by the supervisor and/or department director, and where such attendance is deemed unacceptable, the supervisor or department director shall have the authority to issue a formal reprimand and/or suspension without pay or recommend to the City Manager dismissal of the employee. All written reprimands and suspensions shall be forwarded to the Human Resources Manager for inclusion in the employee's personnel file. Any recommendation for dismissal shall be sent to the City Manager.

4.11 CHANGES OF NAME, ADDRESS, MARITAL OR FAMILY STATUS

Human Resources and Finance Departments must be advised by the employee of any change in personal status for the following reasons:

Correct personal information will ensure up-to-date and accurate coverage on the retirement, insurance, and other benefit plans, and the proper reporting of wage information to the state and federal government.

4.12 EMPLOYMENT OF RELATIVES

The City of Clive wants to ensure that the City's practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, and members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather,

grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, first cousins, and domestic partner relatives.

If an employee begins a dating relationship, or becomes a relative, partner or member of the same household with an employee who is in a supervisory position to the employee, that employee is required to inform their supervisor and the City Manager of the relationship.

The City of Clive reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. Exceptions to this policy may be granted by the City Manager for part-time or seasonal employees.

4.13 DRESS CODE

Employees are always expected to present a professional, business-like image to the public. A favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Any employees who have regular contact with the public must comply with the following standards of personal appearance:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- Clothing must be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas.
- The unauthorized wearing of suggestive attire or of dungarees, shorts, T-shirts, and similar items of casual attire is not permitted, as they do not present a businesslike appearance.
- Clothing should not have inappropriate advertising or slogans, as determined by the City Manager. Jeans that are not ripped, tattered, or worn-out may be worn on occasion with the approval of the City Manager or designee.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Sideburns, mustaches, and beards should be neatly trimmed.
- Tattoos and body piercings (other than earrings) are allowed but may be required to be covered if there is a complaint by an employee or a member of the public. The complaint must be investigated by the Human Resources Department and result in “found” conclusion. A “founded” conclusion is one in which it is determined that tattoos or body piercings are unsafe, disruptive, offensive, or otherwise inappropriate when considering the circumstances, job duties and work environment.
- The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety, comfort, and consideration for co-workers, but should still be as neat and business-like as working conditions permit.
- All employees are expected to maintain a basic and proper level of hygiene, regardless of position within the City. Excessive perfume or cologne should be avoided in consideration of other employees and the public.
- Certain employees may be required to meet special dress, grooming, and/or hygiene standards

depending on the nature of their department and job. For example, the wearing of shorts by staff during warm weather conditions is at the discretion of the Department Director and must be included in the Department's regulations. Department-specific policies will be developed by the Department Director and approved by the City Manager.

4.14 TIME RECORDS

Each employee is responsible for completing a time record for hours worked and submitting it to their department director or supervisor. Department directors shall review time records to verify hours, department and function numbers, and appropriate signatures before approving the time record. Approved time records are then submitted to the Administrative Services office. Time records not submitted to the Administrative Services office, allowing sufficient time for processing, could result in a delay of payment. Anyone who knowingly falsifies a record of hours or knowingly approves a falsified time record shall be subject to disciplinary action.

Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted in accordance with established payroll deadlines.

Employees are responsible for accurately completing and submitting their timesheets. This includes employees who are on approved leave, including FMLA or unpaid leave. When foreseeable, employees are expected to complete and submit their time in advance of their leave using the payroll system. If an employee is unable to complete their timesheet due to incapacity, the direct supervisor is responsible for ensuring the employee's time is accurately recorded and submitted. In the event an employee does not agree with a submitted timesheet or payroll entry, a payroll correction form must be completed and submitted for review and processing. Failure to accurately report time worked or to follow payroll procedures may result in corrective action.

4.15 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS

A. Attendance and Approval

Attendance at professional conferences, seminars, training programs, and technical meetings shall be considered part of an employee's normal duties when approved by the appropriate Department Director or the City Manager. Time spent attending approved events, including authorized travel time, shall be compensated in accordance with applicable City policies and wage and hour laws.

Department Directors and the Assistant City Manager may attend out-of-region conferences and training seminars with the approval of the City Manager. Out-of-region is defined as locations outside the State of Iowa and its bordering states. All other employees may attend out-of-region conferences and training seminars upon recommendation of their Department Director and approval by the City Manager. In-state conferences and training seminars may be approved by the appropriate Department Director.

B. Meal Reimbursement

The City may reimburse officials and employees for actual meal expenses incurred while conducting approved City business under the following circumstances:

1. While attending a conference, meeting, training session, or seminar located outside the Metro Area.
2. While traveling to, from, or during an approved conference, meeting, training session, or seminar requiring one or more overnight stays.

3. While attending a business meeting conducted during a meal for the convenience of the employer, where the primary purpose of the gathering is the active conduct of City business.

For purposes of this policy, the Metro Area is defined as any location within a thirty (30) mile radius of the intersection of Hickman Road and Interstate 35/80, including any municipality partially within that radius.

Meal expenses incurred within the Metro Area are generally not eligible for reimbursement unless associated with a qualifying business meal meeting as described above.

Employees seeking reimbursement must submit original, itemized receipts showing:

- Date and location of purchase;
- Amount paid;
- Items purchased;
- Vendor name; and
- Business purpose of the expense.

Tips may be reimbursed up to twenty percent (20%) of the meal cost when appropriate. Credit card or debit card transaction slips alone are not sufficient documentation and must be accompanied by the itemized receipt.

The City will not reimburse alcoholic beverages or snack purchases.

City-issued credit cards or purchasing cards may be used for meal expenses authorized under this policy.

C. Transportation and Vehicle Reimbursement

The City may reimburse employees for reasonable and necessary transportation expenses incurred while attending approved conferences, seminars, training programs, or meetings.

Eligible transportation expenses may include:

- Mileage for use of a personal vehicle at the current IRS-approved rate;
- Commercial airfare;
- Parking fees, including airport parking;
- Taxi, shuttle, and rideshare services;
- Rental vehicles when approved and necessary for City business.

Employees are expected to utilize the most economical and practical method of transportation considering cost, efficiency, and operational needs.

When personal vehicles are used, mileage reimbursement may be limited to the equivalent cost of a more economical transportation option if determined appropriate by management.

Employees utilizing air travel are expected to select reasonably priced airfare and standard accommodations. Any upgrades or expenses incurred for personal convenience are the responsibility of the employee.

All transportation reimbursement requests must include original itemized receipts or mileage documentation identifying travel dates, destination, and business purpose.

City-issued credit cards or purchasing cards may be used for approved transportation expenses; however, all supporting documentation and receipts must still be submitted.

D. Review and Compliance

All reimbursement requests are subject to review and approval by the Department Director, City Manager, or their designee and may be reviewed by City auditors and/or Internal Revenue Service auditors for compliance with City policies and applicable regulations.

Departments may adopt procedures that are more restrictive than this policy but may not adopt procedures that are less restrictive unless required by state or federal law.

4.16 PROMOTION/TRANSFER & STATUS CHANGES

Promotion/Transfer

All qualified employees wishing to apply for the vacancy shall file an application as indicated on the posting. All applicants will then be jointly processed according to established selection procedures, as indicated in this handbook or civil service procedures for civil service positions.

A promotion/transfer shall be treated the same way as a new appointment insofar as it is necessary to successfully complete the probationary period. If the promoted employee does not complete the probationary period successfully, they may be reinstated in their former position at the last held status if the position is available.

The period for returning an employee to their previous position may be extended up to an additional six months provided such an action is approved by the department director and the City Manager.

An employee who is returned to their previous position shall receive a reduction in pay equivalent to the increase received at the time of promotion.

Status Changes (Full-Time and Part-Time)

An employee's status may change from part-time to full-time or from full-time to part-time based on operational needs, employee requests, or position changes approved by the City.
A change in status may affect an employee's eligibility for benefits, accrual rates, and participation in City-sponsored programs. Benefit eligibility and accruals will be adjusted in accordance with applicable City policies, plan documents, and, where applicable, collective bargaining agreements.

Employees transitioning from part-time to full-time status will become eligible for benefits in accordance with City policy and applicable waiting periods. Employees transitioning from full-time to part-time status may lose eligibility for certain benefits, including but not limited to health insurance, leave accruals, and educational assistance, unless otherwise specified.

Changes in status will be effective at the beginning of a pay period, unless otherwise approved by the City.

Employees will be notified of any changes to their status, including the effective date and impact on

compensation and benefits.

4.17 RE-EMPLOYMENT

All former employees are considered new hires and have no accumulated rights or benefits from previous employment with the City.

4.18 RESIGNATIONS

It is the responsibility of an employee who plans to resign to notify their department director or the City Manager in writing in advance as follows:

- At least two weeks' notice for all regular employees.
- At least one week's notice for all seasonal employees.
- At least four weeks' notice for the position of department supervisor, department director, or above

If an employee does not report for scheduled work hours three consecutive days/shifts, without communication, to their supervisor the City will consider their actions to be a voluntary resignation. Upon separation from employment with the City, group benefits will terminate at the end of the month in which separation occurs. Wellness benefits will terminate immediately upon separation.

4.19 REDUCTION IN FORCE

When it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, layoff of employees will be accomplished with due consideration to status, length of service, performance evaluations, and Civil Service mandates on seniority.

4.20 OFFICIAL PERSONNEL FILES

The Administrative Services office shall be responsible for maintaining the official personnel file for each employee. These files shall be confidential and shall contain the complete history of each employee during employment by the City. Each file shall consist of, but is not limited to: inventory of contents, commendations, reprimands, performance evaluations, promotion, transfer, accidents or damage involving City property, employment application and education, or special training received at City expense.

Employees have the following rights as they pertain to their own personnel file. The right to:

- Have access to the file at any reasonable time and with proper supervision.
- Have a copy of items placed in their personnel file.
- Have the opportunity to respond to unfavorable information.
- Know how information is being used internally, and
- Reasonable precautions, assuring the employee that the information will not be misused.

An employee shall not have access to employment references written for the employee. Employees may examine their personnel files and obtain copies of their contents by contacting the City Manager. Appointments for reviewing an employee's personnel file will be set at a date and time that is reasonable and convenient for both the employee and the City Manager or their representative. Requests for such examination shall be in writing, and the examination shall be in the presence of the City Manager or their representative. All copies made for the employee shall have each page marked "copy." The Administrative Services office may assess a reasonable fee for copies provided.

The employee shall sign a form stating the date and time they began to examine the personnel file, and the time when the file was returned to the City Clerk. At no time can the personnel file be removed from the City Hall. No employee or former employee is to be allowed to remove or alter the contents of any file.

Information from the emergency contact form may be used on the employee's behalf in case of an emergency or illness.

4.21 RECORDS

The City shall maintain original copies of service records for each employee through the Administrative Services office. The service record will indicate the individual's name, title of position held, the department to which it was assigned, salary history, changes in employee status, and other pertinent information. Each employee shall promptly report all changes of name, address, and telephone number to the Human Resources Department and the employee's department director.

Any temporary or long-term change in the employment status of an employee shall be reported by the department director to the Human Resources Department and City Manager.

All employee personnel records shall be kept and maintained in accordance with State law. Employment applications for people who have not been hired must be retained for a period of five years.

4.22 REFERENCES

Only the City Manager or their designee is authorized to release information regarding job references. If an employee requests a formal reference, Human Resources must be consulted and approval obtained from the City Manager.

4.23 MEAL BREAKS AND REST PERIODS

The supervisors will establish meal breaks and rest periods. The rest period is not an employee right and the period may never be used as a valid reason for failure to perform tasks that have been directed by management.

Every employee, except public safety personnel, who work six consecutive hours or more in one day will be provided with a minimum of at least a one-half-hour lunch period. No employee may work through lunch and be excused from work early or paid for such time except with the permission of the department director, which may be granted on an infrequent basis.

Each employee shall be allowed an unpaid lunch period to be scheduled generally in the middle of the work shift. Lunch periods shall be scheduled by the department director, considering department needs. Such periods will not be more than one hour or less than thirty minutes. Each employee shall also be scheduled for one fifteen-minute break during the first four hours of their shift and one fifteen-minute break during the second four hours of their shift. Lunch and break periods combined may not exceed sixty minutes in any one work shift.

Police Officers and Firefighters/Paramedics/EMTs shall not be relieved during their break period/s from their responsibility to handle police, fire, or other emergency calls.

For unscheduled emergency work where any full-time employee works five (5) or more consecutive hours outside of their regular shift, the employee shall submit a reimbursement request for up to $15.00 for a meal.

4.24 OUTSIDE EMPLOYMENT

Full-time employees shall not engage in any off-duty employment that is or may result in direct conflict with their job responsibilities for the City of Clive. Those full-time employees who have outside employment or self-employment must notify their supervisor of the situation and advise of any potential conflicts. Police departmental rules and regulations govern off-duty employment by police officers.

4.25 USE OF CITY-OWNED VEHICLES

City-owned vehicles will be provided to those employees or their designated representatives who are subject to emergency calls. Employees provided with vehicles include the Fire Chief, Police Chief, on-call detectives and narcotics officers, Public Works Director, Public Works Operations Administrator, and a fire duty officer. It is beneficial to the city to have these employees take City vehicles home. Since the City requires the above-mentioned employees to commute in a city vehicle, the value of their commute is included in their income. Under a special IRS rule, the value of each one-way commute (from home to work or from work to home) is $1.50. The employee should keep records to verify the number of commuting trips made. The total value of all commuting trips will be reported on the employees' W-2 form each year.

City vehicles shall be used in the most economical and efficient manner, solely for the performance of City business. No City-owned vehicles shall be used for personal benefit or personal business, unless authorized by the City Manager.

When extended trips are required, authorization may be given by the City Manager allowing an employee to use their personal automobile for official City travel. Reimbursement to the employee for use of their personal automobile shall be at the rate per mile authorized by the City Council. Motor vehicle driving records will be checked no less than annually for each employee required to drive as part of their duties.

4.26 USE OF PRIVATE VEHICLES

If the City employee is required to use private transportation to fulfill the job requirements of employment by the city, a mileage reimbursement is authorized for all trips approved by the appropriate department director. Use of a private motorcycle for work purposes is strictly prohibited.

Whenever practicable, employees shall use City vehicles, and the most direct route should be used. When the use of private vehicles is authorized to fulfill job requirements, the mileage reimbursement shall be computed at the rate established by the Internal Revenue Service. The per-mile reimbursement includes all costs incurred in connection with the operation of the vehicle. When the use of private vehicles is authorized to fulfill job requirements outside of the State of Iowa, pre-authorization is required by the City Manager. Employees who use their personal vehicles for City business are required to provide updated proof of insurance annually. Concurrently, the City conducts annual driving record checks to ensure continued eligibility to operate a vehicle for City business. Upon

expiration or update of a driver's license, employees shall provide a copy to Human Resources.

All employees operating official vehicles, equipment, personal vehicles, and rental vehicles on official business, along with all other occupants, are required to wear seat belts and shoulder restraints. Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes, but is not limited, to pick-up and truck boxes, fenders, steps, and bumpers. The only exception to this policy is when the driver and front-seat occupants are engaged in work requiring frequent exiting of the vehicle, provided they travel at a speed not exceeding 25 mph. Failure to comply with these rules is a violation of City safety policies and may result in disciplinary action.

4.27 ELECTRONIC COMMUNICATION

Electronic email is pervasively used in almost all business industries and government agencies and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks. It is therefore important for users to understand the appropriate use of electronic communications.

A. Purpose

The purpose of this email policy is to ensure the proper use of the City of Clive's email system and make users aware of what the City deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the City of Clive Network.

B. Use

All use of email must be consistent with City of Clive policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

A City of Clive email account should be used primarily for City business-related purposes; personal communication is permitted on a limited basis, but non-City-related commercial uses are prohibited. Email is to be considered a City business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

Email that is identified as a City of Clive business record shall be retained according to the City of Clive Record Retention Schedule.

The City of Clive email system shall not to be used for the creation or distribution of any messages that would violate the City's policies, including but not limited to messages that are defamatory, discriminatory, harassing, or retaliatory or reveal confidential or proprietary information. The City prohibits the use of its city email addresses for political purposes (campaigns, advocacy for ballot issues, etc.). Employees who receive any emails with this content from any City of Clive employee should report the matter to their supervisor immediately.

Users are prohibited from forwarding City of Clive email to a third-party email system (noted below).

Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct City business, to create or memorialize any binding transactions, or to store or retain email on behalf of the City of Clive. Such communications and transactions must be conducted through proper channels using City-approved documentation.

Using a reasonable amount of City of Clive resources for personal emails is acceptable, but non-work-related emails shall be saved in a separate folder from work-related emails. Sending chain letters, personal solicitations, or joke emails from a city email account is prohibited.

City of Clive employees shall have no expectation of privacy in anything they store, send, or receive on the City's email system or any server or hardware maintained by the City.

The City of Clive is not obligated to monitor email messages; however, the City reserves the right to review, monitor, audit, and disclose, without prior notification to employees, all communications and data created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

C. Compliance

The Technology Services Department will verify compliance with this policy through various methods, including but not limited to periodic walk-throughs, business tool reports, internal and external audits, and feedback to Technology Services and the department director.

Any exception to the policy must be approved by the Technology Services Department in advance.

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. The City reserves the right to advise appropriate law enforcement authorities of any violation of the law.

Nothing contained in this policy shall be interpreted as interfering with an employee's rights under Section 7 of the National Labor Relations Act or the Public Employment Relations Act.

D. Internet

Internet/intranet/extranet access is granted exclusively for employees and other approved users for the purpose of conducting approved business purposes.

E. Authorized and Unauthorized Usage

Personal or incidental use is authorized for limited purposes and will be subject to the following guidelines:
The use must not constitute a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest; usage for such a purpose is prohibited.

Personal use is on personal time (hours not charged to the employer) and must not interfere with City business or normal work activities, and not adversely affect performance of the employee, surrounding employees, the organization, or City business functions.

Illegal, obscene, pornographic, or discriminatory material must not be accessed, viewed, downloaded, or sent. NOTE: Members of criminal investigative teams within the City's police department are exempt from this unauthorized use if access is necessary to fulfill the function of their job duties.

Use must not involve any illegal or unethical activity (*e.g.*, gambling, Warez sites containing pirated software, movies, games, or illegal hacking/cracking tools).

Transmitting or sending sensitive or proprietary information, including software applications or personal information, to unauthorized persons or organizations is prohibited. Authorization for any transmission of personally identifiable information ("PII") must be approved by a supervisor prior to transmission and done using authorized protocols (*e.g.*, encryption, VPN, SSL).

Downloading or sending unapproved software, computer viruses, malicious code, or any unauthorized attempts to access another person's data or City's intranet are prohibited.

The addition of any hardware that would allow additional access to the Internet is prohibited.

Users shall not bring or use personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, or other data storage media) to connect them to the City's internal network systems without permission from Technology Services. Personal electronic devices used in violation of this policy are subject to inspection and will subject the owner to disciplinary action.. If a user does not wish for their personal computer or other devices inspected, the user should not connect the device to City systems or networks.

NOTE: This policy does not apply to personal device connections to City-owned **public** Wi-Fi networks for purposes such as training, education, emergency management, or similar authorized activities.

Users may not download software from any outside systems without permission from the Technology Services. Users should not use any externally provided software without first getting approval from Technology Services. Users should not download unapproved or unauthorized software from the Internet. Users are responsible for determining the sensitivity and need for further encryption to secure City confidential or sensitive information prior to posting, transmitting, or sending it via the Internet. If unsure, the user is responsible for contacting Technology Services.

F. Privacy and Monitoring

By using the Internet access provided by City, users agree to this policy and acknowledge that records of Internet access, such as sites visited, images reviewed, and email sent, may be recorded, and monitored by Technology Services at any time with no expectation of privacy and that:

The City owns the rights to all data and files in City computers, network, or other information systems, subject to applicable laws. Users may not access networks, servers, drives, folders, or files to which the user has not been granted authorization. Users may not destroy, delete, erase, or conceal files or other data, or otherwise make files or data unavailable or inaccessible. In addition, users may not access another employee's computer, computer files, or electronic mail without authorization from their supervisor.

The City licenses the use of certain commercial software application programs from third parties for business purposes. Third parties retain the ownership and distribution rights to this software. Users may not distribute licensed software for personal use.

Electronic mail ("email") messages sent and received using our equipment or Internet access are not private and are subject to viewing, downloading, inspection, release, and archiving by us. The City has the right to inspect files stored in "private" areas of the City network or on individual computers or storage media that use City resources, to assure compliance with City policies and applicable state and

federal laws. The City reserves the right to review, monitor, audit and disclose, without prior notification to employees, all electronic mail messages (including personal/private/instant messaging systems) created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

G. Reporting of Internet Abuse

Employees are encouraged to report any concerns regarding behavior that may violate this or any City technology policy, to a supervisor or Technology Services. It is everyone's responsibility to ensure the City's resources are used properly. No employee will be reprimanded or retaliated against for making good faith complaints.

If an employee would prefer to make an anonymous complaint, EideBailly LLP, the City's audit firm, provides employees the ability to anonymously report wrongful behavior such as abusive or unauthorized Internet activity possibly originating from the City's network. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline. Complaints of abuse will be forwarded to Technology Services if applicable for investigation.

H. Social Media/Open Forums Use-Limited to Personal Time

The City supports self-expression, including the right to express oneself to others via Internet blogs, social web pages, posting on open forums, or speaking during public events. Online social networking sites and other online communication platforms and technologies, such as Facebook, LinkedIn, Twitter, YouTube and blogs, are primarily aimed at personal relationships and communications among individuals. While users may use these media to communicate with friends and family outside of work, users should be mindful that whatever users publish will be public for a long time and is available to City and vendors, customers, and citizens to view. Some points that the city encourages users to consider when writing or expressing themselves publicly:

- Conduct themselves in a professional and businesslike manner, even if communication is personal in nature.
- Do not reference or discuss the City's suppliers, vendors, customers, associates, contractors, potential business relationships or opportunities, competitors, or any entity in which the City does business, or anything that might adversely impact on the City's business relationships.
- Do not make statements about the City's financial performance.
- Do not use these media outlets for City marketing or public relations.
- When users are participating in social networking sites, users must be transparent that their thoughts are their own. Unless the City officially designates the user, in writing, to speak or write for the City, users should never state that they write or speak on behalf of the City or that their viewpoints are the same as the City, and users should make this clear to those reading or listening to their points of view. Users may consider a disclaimer to this effect but note that it may not excuse improper or illegal conduct.
- Do not disclose private, internal-use only, copyright, or confidential information belonging to the City or third parties, including employees, associates, suppliers, vendors, competitors, customers, or any other person or entity that associates or does business with the City. Such information includes personally identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers, or financial account numbers). Users should also not mention customers, vendors, potential business relationships or opportunities, or competitors in their social media activity. Users should use common sense and courtesy

and should strictly follow the City's policy on preserving confidential information.

- For social networking sites such as LinkedIn where personal and professional references are the focus: If users are representing themselves as a city employee, users may not provide professional references about any current or former employee, contractor, vendor, or contingent worker. Users may provide a personal reference or recommendation for current or former City employees, contractors, vendors, and contingent works provided (1) the statements made, and information provided in the reference are factually accurate, and (2) users include the disclaimer "This reference is being made by me in a personal capacity. It is not intended and should not be construed as a reference from the City or any of its affiliated entities."

In addition to City rules on confidentiality, the City requests that users follow all other applicable guidelines when commenting in an open forum.

What users write or say, and how users write or say something, is up to each user. However, the City provides notice that it reserves the right to read what users write or say publicly and decide if it meets the professional standards of the City or damages the City. Written or stated comments harmful or damaging to the City or to its employees, associates, suppliers, vendors, customers, or any other person or entity that associates or does business with the City may lead to discipline up to and including termination-even if done on an employee's own time and while using the employee's own devices. This provision does not in any way restrict users' right to engage in protected activity under Section 7 of the National Labor Relations Act.

Do not use vulgar, obscene, threatening, discriminatory, or defamatory language, including but not limited to language or content based on any protected class, status, or characteristic. Prohibited language or content also includes soliciting sex or otherwise violating the laws regarding minors and their protection. Users that violate child protection laws, including solicitation of sex from minors, or posting of illegal pornographic material, will be subject to discipline including, but not limited to, termination of employment.

4.28 GENETIC INFORMATION NONDISCRIMINATION ACT

The City complies with Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which protects applicants and employees from discrimination based on genetic information in hiring, promotion, termination, pay, fringe benefits, and all other terms and conditions of employment. "Genetic information" includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases and disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

In accordance with GINA, the City does not intentionally collect, maintain, or use genetic information about applicants or employees or their family members in any decision concerning whether to hire an applicant or the terms, conditions, or any aspect of employment of an employee. GINA permits certain limited circumstances under which an employer may acquire genetic information, such as:

- Inadvertently obtaining the information
- Acquiring genetic information in connection with a wellness program and certain privacy precautions are taken.

- Requiring family medical history in compliance with Family and Medical Leave Act (FMLA) certification provisions
- Acquiring the information through publicly available documents containing family medical history information
- Conducting genetic monitoring of biological effects of toxic substances in the workplace and certain privacy precautions are taken; or
- Providing DNA analysis services for law enforcement and the information is necessary to rule out employee sample contamination.

Any genetic information collected in connection with the approved circumstances outlined above will be maintained in the same type of separate confidential files required for medical information under the Americans with Disabilities Act. Genetic information may not be disclosed without employee consent except in very limited circumstances.

If you believe or suspect the City has acquired, disclosed, or used genetic information in violation of GINA, or has otherwise discriminated against any applicant or employee based on genetic information, promptly report the suspected violation to your supervisor, department or division manager, or the Human Resources Manager. There is no need to follow any formal chain of command when filing a complaint or when discussing or expressing any issue of concern regarding an alleged violation of GINA or alleged discrimination based on genetic information. You may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Human Resources Manager at any time.

The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting or participating in a complaint investigation. Violation of this anti-retaliation policy will result in disciplinary action against the offending employee, up to and including possible termination of employment.

4.29 ALTERNATIVE WORK ARRANGEMENT (AWA) POLICY

Purpose

The City of Clive supports a flexible and positive work environment. This policy is designed to help employees balance work and personal life, improve job satisfaction and performance, and support employee retention—all while continuing to provide high-quality city services.

Remote work allows employees to work at home or other approved locations for all or part of their work week. The City of Clive (the City) considers remote work to be a viable work option when both the employee and the assigned job duties are suited to such an arrangement. Remote work may be appropriate for some employees and job classifications, but not for others. Remote work is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City.

Eligibility

Generally, full-time employees requesting Alternative Work Arrangements (AWA) must be employed with the City of Clive for a minimum of 12 months of continuous, regular employment, must occupy roles suitable for flexible or remote scheduling, as determined by the Department Director, and must have a satisfactory performance record. ***Exceptions to the 12 months of continuous service requirement may be made at the discretion of the City Manager.***

Before entering into any AWA agreement, the employee and the appropriate Department Director, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** Certain positions, particularly in public safety, emergency response, and field-based roles, may not be eligible due to essential operational requirements. The employee and supervisor will assess the needs and work habits of the employee. Employees must be in good standing, performing satisfactorily or higher.
- **Job responsibilities.** The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for an Alternative Work Arrangement.
- **Equipment needs, workspace design considerations, and scheduling issues.** The employee and supervisor will review the physical workspace needs and the appropriate location for an Alternative Work Arrangement.
- **Appropriate training**, as determined by Human Resources, has been given to the supervisor and employee to ensure accountability for the AWA period.

If the employee and supervisor agree, and the Human Resources Department concurs, AWA will be prepared and signed by all parties, and a three-month trial period will commence.

Request and Approval Process

- Employees interested in a flexible schedule must first discuss the proposal with their immediate supervisor.
- Employees must submit a Flexible Work Schedule Request Form to their supervisor, specifying the requested arrangement and justification.
- Supervisors will evaluate requests based on job responsibilities, impact on department operations, team collaboration, and service continuity.
- Final approval rests with the Department Director, and Human Resources may be consulted, as necessary.
- A formal remote work agreement is signed by the employee, supervisor, and Human Resources.

Alternative Working Arrangement Options: Employees may request:

- **Flextime:** Variable start/end times within a defined range, typically two hours around standard hours, maintaining required daily/weekly hours.
- **Irregular Workweek:** Employees may work extended hours as a result of their job function needs during the evenings or on the weekend, such as Leisure Services programming staff and Technology Services staff for IT support.
- **Adjusted Lunch Breaks:** Employees may adjust the timing or length of lunch breaks within departmental guidelines, provided service levels are maintained.
- **Remote Work (Telework):** Employees may perform job responsibilities from an alternate location, including home, subject to approval based on the position's requirements and availability of technology and resources. It is limited to 1-2 days week unless otherwise authorized by the City Manager.

Employee Responsibilities

- Stay in regular, timely contact with your supervisor and team.
- Make sure in-person service points are staffed, based on your department’s needs.

- Continue providing excellent customer service.
- Keep your work and department running smoothly.
- Remote workers must stay just as productive as if they were in the office. Working remotely should not negatively affect coworkers or overall department performance.
- Follow your approved schedule and accurately track your working hours using the City's systems.
- Create and maintain a secure and effective workspace, especially when working from home.
- Always act professionally, keep information confidential, and respond promptly to others.

Supervisor and Department Head Responsibilities

- Fairly evaluate and consistently apply policy guidelines.
- Monitor productivity and operational impacts.
- Clearly communicate expectations and schedule modifications.
- Ensure adequate department coverage and service standards.

Time Worked

Generally, employees should be available via phone, email, and virtual meetings during their normal work hours. The employee will remain accessible and productive during scheduled work hours and available via phone call, email, or virtual meetings. At the beginning of the shift, the office phone is forwarded to the cell phone, and the camera is on during virtual meetings (Teams, Zoom, Google Meet, etc.).

AWA workers will record all hours worked, including meal periods (of at least 30 minutes) taken in accordance with regular timekeeping practices. Employees will be required to accurately record all hours worked using miPay, as well as any hours not worked due to taking vacation, personal, sick, or compensatory time away. This is especially important for those employees who are not exempt from the overtime requirements of the Fair Labor Standards Act. Hours worked in excess of those scheduled per day and workweek require the advance approval of the Alternative Work Arrangement worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the AWA and disciplinary action.

It is the employee's responsibility to determine any income tax implications of maintaining a home office. The City will not provide tax guidance, nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

Implementation and Trial Period

AWA are on a trial basis for ninety (90) days and may be discontinued at any time during that period at the request of either the employee or the employer. Every effort will be made to provide appropriate notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of an AWA. There may be instances, however, when very little notice is possible due to certain circumstances and/or business emergencies related to the conditions of the physical facilities, such as building damage, natural disaster/storm events, etc.

Ongoing Review and Modification

Evaluation of employee performance during the trial period will include regular interaction by phone,

e-mail, and virtual meetings (Teams, Zoom, Google Meet, etc.) between the employee and the supervisor, and weekly face-to-face meetings (either in person or virtually) to discuss work progress and any issues. At the end of the trial period, the employee and supervisor will each complete an informal evaluation of the arrangement and make recommendations about continuance or modifications. Evaluation of AWA performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Appropriate communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and employee will communicate at a consistent level with employees working at the office or in a manner and frequency appropriate for the job and the individuals involved.

AWA is not designed to be a replacement for appropriate childcare, other familial caregiving commitments, or because of an employee's inability to report to work (such as loss of a driver's license due to suspension, revocation, etc.). Unique exceptions may be made by the City Manager. The focus of the arrangement will remain on job performance and meeting City service delivery demands. Prospective AWA workers are encouraged to discuss the expectations of AWA with family members before entering a trial period.

The employee will comply with all City of Clive rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

Any employee approved for Alternative Work Arrangement is subject to being recalled from AWA and should be prepared to report to their normal physical work location upon request of their supervisor or department director.

Equipment

The City will determine the appropriate equipment and office supplies needed for each AWA, as the primary resource in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for City business, and employee conduct shall be consistent with the requirements outlined in section 4.27 Electronic Communication of this handbook. Employees must sign an inventory of all City-owned property received via the AWA and agree to take appropriate action to protect the items from damage or theft. If City-owned equipment is damaged/destroyed due to misuse or negligence in caring for the equipment, the City will request reimbursement from the employee. Employees will be required to sign a receipt of itemized equipment and an agreement to reimburse the City or to authorize a payroll deduction to cover any such loss or damage. Upon termination of employment, all City property will be returned to the City.

The employee will establish an appropriate work environment within their home. For employees approved for a set schedule of AWA, the expectation is that they work from their homes. ***A set schedule of AWA is NOT designed for the employees to work in other locations outside their own residences***. The City will not be responsible for costs associated with the setup of the employee's home office.

The employee will be responsible for securing and maintaining reliable internet service with sufficient

capacity (at least 20MBS) to support the employees' required job duties with minimal disruption. The employee must use a City-provided laptop to work remotely. If the employee does not have a City-provided laptop, one can be checked out from Tech Services.

Security

Consistent with the City's expectations of information security for employees working at the office, AWA employees will be expected to ensure the protection of proprietary information accessible from their home office. Care should be taken that no other household members or visitors to the employee's household are allowed to use or access City-owned computers, laptops, keyboards, monitors, etc. Employees must abide by all computer usage policies as if they were working in the office.

The employee will not make any changes to security or administrative settings on City equipment. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained in a home office location and in conjunction with their regular work duties may be covered by the City's workers' compensation policy. Employees are responsible for notifying the employer of such injuries exactly as they would if they were physically at work, utilizing the first report of injury via the City's workers' compensation protocol, and completing an incident report as soon as possible.

Under no circumstances should employees arrange to meet with third-party vendors, city business partners, etc., in their homes; those types of face-to-face meetings, when necessary, are to be scheduled at a city facility. The employee will allow the employer to have access to the AWA location for purposes of assessing safety and security, upon reasonable notice by the City.

Ad Hoc Arrangements

Temporary remote work may be approved for circumstances such as inclement weather, special projects, or business travel. Approval of temporary arrangements may be at the discretion of the supervisor, with potential review and approval by the City Manager on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave (FMLA or sick leave) to the extent practical for the employee and the City, and safe for the employee with the consent of the employee's health care provider, if appropriate.

All informal AWA are made on a case-by-case basis, focusing first on the business needs of the City.

Exceptions and Special Circumstances

This policy does not supersede collective bargaining agreements, civil service rules, or emergency operations policies. Remote work and flexible schedules may be suspended during citywide emergencies or operational needs.

PERFORMANCE EVALUATION

5.1 PERFORMANCE EVALUATION AND RECOGNITION

Performance evaluation refers to the formal assessment of the employee's performance in relation to the job description, commitments, and journal entries. This evaluation, conducted annually, has both written and oral components. Using effective performance management means this formal evaluation will contain no surprises. It should simply summarize feedback given throughout the review period.

The new performance tool NEOGOV Perform provides a more streamlined evaluation process focused on five key competencies and the ability for the evaluator to provide a narrative for why they rated the employee on the competency and what commitments they see for the employee in the next year. A numerical score is utilized for each competency with a final average calculated at the end to identify where the employee's performance is on the pay matrix.

5.2 PLANNING AND DEVELOPING

Once you have completed the evaluation, the planning process should begin again with a two-way dialogue between the employee and supervisor. A specific date/timeframe is required in the middle of the next year (six-month check-in) to meet with the employee. The check-in provides a time set aside to see how the Employee is progressing on their commitments established during the evaluation phase and for discussion on an individual performance/development plan.

5.3 MONITORING, OBSERVATION AND DOCUMENTATION

Feedback is given to both 1) recognize outstanding performance and 2) provide constructive strategies to change or improve performance. Monitoring, observation, and documentation refer to making notes of observable behaviors/results indicating whether an employee's performance is on track. Feedback is provided through ongoing communication between supervisor and employee regarding the employee's observed performance or behaviors. The result of giving effective feedback is a clear understanding of an employee's progress toward, or challenges in, meeting established commitments.

OCCUPATIONAL HEALTH AND SAFETY

6.1 CLOTHING ALLOWANCE

Upon approval of the City Council, regular employees will be furnished with all safety equipment required for the job by Iowa Occupational Safety and Health Administration (IOSHA) or Occupational Safety and Health Administration (OSHA), and at the City's discretion any other personal safety equipment deemed necessary or useful to the job. Seasonal employees will be provided safety equipment as necessary and required for the job assignment. Steel-toed boots are not paid for by the City for seasonal employees. For further guidance, refer to the applicable departmental policy manual.

6.2 OFF-THE-JOB INJURIES

An employee who suffers an off-the-job injury or illness that temporarily leaves them unable to perform their full job duties will be required to submit a release to return to work from their private physician to their department director. At the discretion of the department director, the employee may also be required to satisfactorily pass a functional capacity test and examination by the City's designated physician, at the City's expense, before returning to work.

An employee who experiences a non-work-related injury or medical condition for a period that exceeds 10 calendar days may be required to successfully complete a functional capacity Fit for Duty test prior to returning to work. An employee must have a documented full release from their personal physician with no restrictions prior to taking the functional capacity test and returning to work.

The employee must meet the job level requirements or the previously documented baseline for their position. The City of Clive will pay for the first functional capacity test following a non-work-related injury or medical condition. Failure to meet the job level requirements or previously established baseline will result in an employee's inability to work in their present position. Dependent upon availability a job transfer may be assigned, or loss of employment may result. Based on the circumstances surrounding the employee's medical condition, long-term disability may be an option.

6.3 WORKERS' COMPENSATION EXPOSURE AND INJURY

The City of Clive has a sincere concern for ensuring the health and safety of its employees while they are engaged in their daily working operations. The efficiency of City government operations is directly related to the competence and wellbeing of all employees. The City acknowledges its obligation, as an employer, to provide safe working conditions for employees, and, as a governmental unit, to provide a safe environment for the public that benefits from these services.

All related billings and records of time off due to occupational illness must be forwarded to the Human Resources Department. Occupational illness claims will be filed under worker's compensation insurance. To receive supplemental pay while out of the office for a workers' compensation illness or injury please complete and sign the Supplementation of Workers' Compensation Benefits.

6.4 WORKERS' COMPENSATION PROCEDURE

Employees are to promptly report any on-the-job hazard to their supervisor. All employees are to adhere to City safety policies and if found to have violated any of them, they shall be subject to disciplinary action.

All accidental on-the-job injuries or illnesses, whether requiring medical attention or not, shall be reported by the employee to the department director or supervisor on duty as soon as possible, but not later than 24 hours after the accident occurred. For more information on the workers' compensation claim procedures please refer to the City of Clive Work Comp Claim Procedures-All Departments.

If an employee suffers an injury or disablement as the result of occupational disease, arising out of and in the course of their employment with the City, they should follow the same procedure previously stated for reporting the accidental injury.

6.5 TRANSITIONAL DUTY

It is the policy of the City to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to conditions related to pregnancy, work-related or non-work-related injury or illness. By providing temporary transitional or modified work activity, injured or limited employees remain an active and vital part of the city. Return to Work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-

hours schedule.

A. Scope:
All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness or conditions related to pregnancy, may be eligible for temporary work duties within the provisions of this program.

B. Application:
It is the employee's responsibility to inform the attending physician that the city provides a Transitional Duty Program.

If work is available, which meets the limitations/restrictions set forth by the attending physician, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and the employee's eligibility for a temporary assignment will be based on medical documentation and continued recovery. Please refer to the Temporary Transitional Duty form which must be completed and signed by the employee.

An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination.

Employees unable to return to their regular job, but are able to perform transitional duty, must return to transitional duty if such duty is available. Failure to do so may result in reduced eligibility benefits for benefits under the workers' compensation program, if applicable, may result in disqualification for certain employee benefits, and in some cases termination. A Transitional Duty Form will be given to each eligible employee for their review and signature.

Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. Eligibility will be based upon review of the employee's attending physician's documented declaration of the employee's limitation/restriction. An employee on modified duty will be considered part of the regular shift staffing, with consideration given to the employee's work restriction and limitations.

C. Procedure:
Transitional duty shall consist of the employee's normal work schedule, or a restricted work schedule in coordination with the employee's normal work schedule, when possible. However, dependent upon the employee's limitations/restrictions and available work, it may be possible to design a temporary schedule to accommodate the restrictions during a shift when such work is available/manageable.

D. Payment of Wages during Transitional Duty, Work-related injury or illness:
If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' compensation statute, with regard for the "waiting period," and City policies.

If an employee on modified duty is unable to report to work, the employee may then be

charged for up to eight (8) hours of sick leave per shift or up to twelve (12) hours of sick leave per shift for Fire Lieutenants. Employees performing modified duty on a restricted work week (during the first 90 days of a workers' compensation leave) will receive payment for hours worked from the City and the hours not worked will be reimbursed according to state Workers' Compensation guidelines.

Fire Lieutenants working transitional duty assignments as the result of an accidental on the job injury or illness will be scheduled on a forty-eight (48) hour work week. Their pay will be according to their normally scheduled 2,920 annual hours.

E. Payment of Wages during Transitional Duty, Non-work-related injury or illness or Conditions Related to Pregnancy:
An employee performing transitional duty for their normal work schedule shall receive their regular hourly rate for all hours worked.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift.

Fire Lieutenants working transitional duty assignments as the result of an off the job injury or illness will be scheduled on a forty-eight (48) hour work week.

F. Vacation/Holiday:
If an employee has a vacation, or there is a holiday, while on transitional duty, they shall be entitled to their regular vacation selection or holiday pay as if they normally would have had it.

G. Medical Appointments:
Medical appointments that conflict with working hours must be coordinated, insofar as possible, in advance, with the employee's supervisor. Appointments are to be scheduled so as not to interfere with working hours if possible. Non-emergency medical appointments **not** scheduled in advance may result in denial of the requested time off or make the time ineligible for payment, with exception of FMLA eligible events. It is the employee's responsibility to keep the City informed of their status after each physician visit.

H. Family Medical Leave:
In the case of reduced work hours, Family Medical Leave may be applied to the hours not worked.

In the case of an employee choosing not to participate in the Transitional Duty Program, unpaid Family Medical Leave may be applied.

If an employee is unable to return to their regular job or transitional duty, the absence must be approved under the Family Medical Leave program the "Certification of Health Care Provider" form should be submitted to Human Resources. For this purpose, a Family Medical Leave Request form must be submitted to the City.

Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if possible. If an employee is unable to return to any available

work, their job position may be filled after a reasonable time. When able to do so, employees will be entitled to return to a suitable position, if available and consistent with any limitations. However, employees must keep the City regularly informed of their status and any changes in their condition.

I. Returning to Regular Duty:
All employees must provide documentation from their attending health care provider so that they can return to regular duty.

All full-time employees must provide documentation from their attending health care provider that they can return to regularduty as well as (when applicable) a release stating that the employee may undergo a return to work, fit for duty, functional capacity p test, or other physical review as deemed necessary.

Restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Forms for Temporary Transitional Duty and Supplemental Pay can be found at Clive365 and by following the link.

6.6 HARASSMENT
With specific reference to sexual harassment, it is the policy of the City of Clive, Iowa, to strictly prohibit harassment based on sex, and to maintain a professional and quality working environment for all employees. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment also encompasses harassment of subordinates or co-workers-based race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions) or any other classification protected by law.

Examples of harassment include, but are not limited to, the following:

- Threats
- Offensive jokes, gestures, remarks, or innuendo
- Subjecting employees to ridicule, invasions of psychological space, demeaning terms for one's sex, terms of endearment, slurs, or derogatory actions.
- Basing employment decisions or practices on submission to harassment
- Refusal to cooperate with employees in performing work assignments.
- Actions that are sexual in nature

- Speculation or inquiries about another person's sex life
- Display of sexually explicit material in the workplace
- Abusing the dignity of an employee through insulting or degrading remarks or conduct, subjecting an employee to demeaning or degrading activities to gain acceptance.
- Disciplining or terminating an employee because of work incompatibility that is caused by prohibited discrimination.
- Retaliation for having filed a harassment charge or having assisted or participated in any manner of harassment investigation or hearing. Retaliation may include but is not limited to open hostility or expressions of hate; excluding a person from the group more closely monitoring or watching an employee's work performance; assigning employees to do demeaning work which they are not normally assigned to do; and "hate mail."

6.7 ACTION TO PREVENT

The City will investigate and take appropriate corrective action to prevent such unwanted conduct from occurring, and deal with all such reported incidents in a fair, impartial, and expedient manner. All complaints or incidents will be investigated on a case-by-case basis. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline.

6.8 EMPLOYEE'S DUTY TO PREVENT

To carry out the policy enunciated herein and to prevent the actions prohibited in this policy, it is essential that the employee promptly notify the appropriate person, as previously outlined, of any harassment, and that person take immediate corrective action in response to such notification.

It is each employee's responsibility to help eliminate all forms of harassment and unwanted conduct by informing the perpetrator that the conduct is unwelcome and by reporting it to their supervisor. If the perpetrator is the employee's immediate supervisor, the employee is authorized to proceed to the next level of supervision in the chain of command. Any employee or applicant who feels that they have been a victim of harassment should report the incident using the grievance/appeal procedure outlined in this handbook.

Upon receipt of a complaint of harassment, the City will immediately conduct an internal investigation regarding the complaint. Those investigating the complaint are to thoroughly document and retain the documentation to ensure the reliability of the investigation. Also, the information regarding the complaint being filed needs to be provided to human resources, ensuring that the department director and City Manager are made aware of the complaint. If the complaint is found to have substance, immediate, appropriate, and effective corrective action reasonably calculated to end the harassment is to be taken against the responsible employee, individual, or firm. The corrective action may include, but is not limited to, an oral or written reprimand, suspension, termination of employment, being barred from doing business with the City of Clive, or any other action deemed necessary.

It is each supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction and to respond appropriately to the report of our personal observation of violations. Each complaint is to be taken seriously and investigated thoroughly.
Because of the sensitive nature, complaints of harassment will be investigated with particular care and should remain, to the extent possible, as confidential as possible. Unless circumstances make it impossible, every effort will be made to not require the accuser or accused to meet face-to-face regarding the complaint.

6.9 SMOKEFREE AIR

The Smokefree Air Act prohibits smoking in "public places" and in certain other specifically defined outdoor areas, including but not limited to the following:

A. Public Places, including Public Buildings and Public Vehicles: Smoking is not allowed in public places, including public buildings, vehicles, and motorized equipment owned or operated by the city.
B. In outdoor areas, smoking is not allowed on the "grounds of any public building".
C. Sports Arena: Smoking is not allowed in sports arenas where members of the general public assemble to engage in physical exercise, participate in an athletic competition, or witness sports or other events.
D. Festival or Special Event: Smoking is not allowed at festivals or other special events within the areas of City parks or other City property designated by the City Council or their designee as nonsmoking in connection with the City's permission for the Festival or Special Event to be held in a city park or on City property.
E. Smoking is prohibited on "playgrounds" and in "park shelters" located on City property, including adjacent areas within 50 feet of playgrounds and park shelters.

Smoking shall be permitted in areas as approved by the Department Director and City Manager.
An employee's failure to abide by this policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be filed under the City's complaint resolution procedure or may be brought directly to the City Manager. No employee will face any discrimination or retaliation for reporting violations of this policy to the City.

6.10 ILLEGAL DRUG AND SUBSTANCE INVOLVEMENT

The City of Clive views illegal drug involvement and substance abuse by employees, both on and off the job, as a significant threat to the safety of fellow employees, the public, and to the maintenance of a safe and productive work environment.

Furthermore, tolerance of illegal drug involvement and substance abuse by its own employees adversely affects the ability of the City to fulfill a major public responsibility as a local government entity charged with the duties of enforcing laws and addressing many of the problems associated with substance abuse. The city is committed to serving as an active and credible force in deterring and, where possible, preventing the abuse of substances within the community. Therefore, the following rules governing employee conduct are established:

Employees, other than law enforcement officials, who discover what they reasonably believe may be illegal drugs, substances, or alcoholic beverages while on the job and on public property or in City vehicles shall immediately notify their supervisor. The supervisor shall secure the area where such items are located and notify the City Manager and Police Department. Law enforcement officers who discover what appear to be illegal drugs, substances, or alcoholic beverages or have such items turned over to them shall handle and maintain the items as evidence in accordance with applicable regulations.

Off-the-job conduct involving the manufacturing, processing, distributing, sale, or possession with intent to deliver illegal drugs or substances is prohibited. A determination regarding whether to discipline an employee for violating this prohibition may be delayed until the conclusion of a criminal prosecution; however, a criminal conviction is not required for the City to impose discipline.

The off-the-job use or possession of illegal drugs or substances may subject an employee to disciplinary action, up to and including discharge. Off-the-job use or possession may also constitute grounds for requiring an employee to undergo evaluation for possible treatment. Employees are strongly encouraged to seek assistance for substance abuse issues before such issues affect job performance or result in violations of City policy. Employees with regular full-time and benefit qualifying part-time benefits may utilize available health insurance coverage, sick leave, vacation leave, compensatory time, and other available benefits to assist with treatment and recovery.

6.11 DRUG AND ALCOHOL TESTING

A. Purpose and Applicability

The City of Clive maintains a drug and alcohol testing program for employees required to hold a Commercial Driver's License (CDL) and perform safety-sensitive functions as defined by applicable federal regulations. The purpose of this program is to promote public safety, maintain a safe and productive workplace, and ensure compliance with applicable United States Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations, including 49 CFR Part 382 and 49 CFR Part 40.

Employees subject to this policy include those who operate commercial motor vehicles or otherwise perform safety-sensitive duties regulated by federal law.

The City Manager or designee shall serve as the Designated Employer Representative (DER) responsible for administration of the City's DOT/FMCSA drug and alcohol testing program, including compliance with applicable federal regulations, testing coordination, recordkeeping, and Clearinghouse requirements.

B. Prohibited Conduct

Employees subject to this policy are prohibited from reporting for duty or remaining on duty with an alcohol concentration of 0.04 or greater. Employees with an alcohol concentration between 0.02 and 0.039 will be removed from duty for a minimum of twenty-four (24) hours.
Employees are further prohibited from using alcohol within four (4) hours prior to performing safety-sensitive duties, using alcohol while on duty, using controlled substances without a valid prescription that does not impair safe performance, or refusing to submit to required drug or alcohol testing.

Employees who violate DOT drug and alcohol regulations will be immediately removed from safety-sensitive duties and may be subject to disciplinary action, up to and including termination.

C. CDL Testing Program (DOT/FMCSA Compliance)

All testing will be conducted in accordance with 49 CFR Part 40 procedures. CDL employees are subject to the following federally mandated testing:

1. **Pre-Employment Testing**
   Pre-employment testing requires a verified negative drug test result before an employee may perform safety-sensitive duties.

2. **Random Testing**
   Random testing will be conducted on a scientifically valid, random basis, unannounced, and spread reasonably throughout the calendar year. All CDL employees have an equal chance of selection. Random testing will meet or exceed DOT-established annual minimum rates.

3. **Post-Accident Testing**
   Post-accident testing will be conducted following qualifying accidents as defined by federal regulations, including fatal accidents, accidents involving injury requiring immediate medical treatment away from the scene with a citation, and accidents involving disabling vehicle damage requiring towing with a citation. Alcohol testing will be conducted within eight (8) hours and drug testing within thirty-two (32) hours when required. If testing cannot be completed within these timeframes, the City will document the reasons.

4. **Reasonable Suspicion Testing**
   Reasonable suspicion testing will be conducted when a trained supervisor observes specific, contemporaneous, and articulable signs of drug or alcohol use. Such observations must be documented in writing. Documentation shall include the date, time, observed behaviors, appearance, speech, odors, and other contemporaneous observations supporting the testing determination. When feasible, reasonable suspicion observations should be corroborated by a second, trained, supervisor. Alcohol observations must occur during, just before, or just after safety-sensitive duties.

   For purposes of this policy, a trained supervisor is defined as being responsible for overseeing CDL employees and has completed training on the identification of drug and alcohol misuse in accordance with DOT requirements. Such training shall include at least sixty (60) minutes on alcohol misuse indicators and sixty (60) minutes on controlled substance use indicators as required under federal regulations.

5. **Return-to-Duty Testing**
   Required following a violation of DOT drug and alcohol regulations and prior to returning to safety-sensitive duties.

   Employees who violate DOT drug and alcohol regulations, including positive drug or alcohol tests or refusals to test, must be immediately removed from performing safety-sensitive functions. Employees who violate drug and alcohol regulations must complete the federally required return-to-duty process before resuming safety-sensitive duties, in accordance with 49 CFR Part 40. This process includes evaluation by a qualified Substance Abuse Professional (SAP), completion of any required education or treatment, and a verified negative return-to-duty test result.

   Following return to duty, employees will be subject to follow-up testing as prescribed by the SAP in accordance with federal regulations, including a minimum of six (6) unannounced tests in the first 12 months and potentially extending up to five (5) years. The SAP

will determine whether the employee has successfully complied with prescribed education and/or treatment and whether the employee is eligible for return-to-duty testing. A negative return-to-duty drug and/or alcohol test result is required before the employee may resume safety-sensitive duties.

The City will provide employees with access to DOT-qualified Substance Abuse Professionals (SAPs) through the City's Employee Assistance Program (EAP) provider, AllOne Health. Employees are responsible for selecting an SAP and complying with all education, treatment, and follow-up requirements established by the SAP.

D. FMCSA Drug and Alcohol Clearinghouse

The City complies with all FMCSA Drug and Alcohol Clearinghouse requirements. Pre-employment queries will be conducted before a CDL employee is permitted to perform safety-sensitive functions, and annual limited queries will be conducted for all covered employees. Full queries will be conducted as required with employee consent, and all required violations will be reported to the Clearinghouse.

Employees who refuse to provide required consent for Clearinghouse queries or otherwise fail to comply with Clearinghouse requirements will be removed from safety-sensitive duties and may be subject to disciplinary action, up to and including termination.

E. Refusal to Test

Refusal to submit to required drug or alcohol testing—including failure to appear, failure to remain at the testing site, failure to provide a sufficient specimen, or otherwise obstructing the testing process—will be treated as a violation of this policy. Refusal to test also includes adulterated or substituted specimens, refusal to cooperate with testing procedures, refusal to undergo required medical evaluations, or any conduct determined to constitute a refusal under applicable DOT regulations.

CDL holding employees who refuse testing will be immediately removed from safety-sensitive duties and will be subject to the DOT return-to-duty requirements, including evaluation by a DOT-qualified Substance Abuse Professional (SAP), prior to being considered for return to duty. Employees may also be subject to disciplinary action, up to and including termination.

F. Confidentiality and Recordkeeping

All drug and alcohol testing records shall be maintained in a confidential manner in accordance with applicable federal and state laws. Information will only be released as permitted or required by law. Records will be maintained in accordance with DOT retention requirements.

G. Employee Assistance & Education

Employees are strongly encouraged to seek assistance for substance abuse issues before such issues affect job performance or result in violations of this policy. Employees may utilize available benefits, including health insurance and accrued leave, to obtain treatment.

CDL employees will receive educational materials explaining DOT drug and alcohol requirements, the FMCSA Clearinghouse, return-to-duty procedures, and this policy, including information regarding Substance Abuse Professional (SAP) resources available through the City's EAP provider, AllOne Health. Additional forms and resources, including the City's Request for Medical Review and/or Drug Screen form, are available on the City website:

City of Clive Request for Medical Review and/or Drug Screen Form

H. Policy Administration

The City reserves the right to interpret and administer this policy in accordance with applicable laws and regulations.

6.11 WORKPLACE VIOLENCE POLICY

The City of Clive does not tolerate threats, threatening behavior, and acts of violence against employees, or by employees, or other individuals. Individuals engaging in such behavior will be disciplined, up to and including immediate termination. The prevention, reporting, and management of critical incidents are shared responsibilities of all employees.

The possession of firearms or dangerous weapons (as defined in Iowa Code §702.7 to include, but not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person) while in a City facility or vehicle, at a City work site, or on work hours is strictly prohibited.

Employees will be allowed to transport their firearms in their personal vehicles with submission of written notification to the employees' Department Director. Upon receiving written notification regarding the transport of firearms the Department Director shall communicate to the City Manager, and a copy of the written communication shall be placed in the employee's permanent personnel file. If at any time concerns are raised and verified by management, restrictions may be placed on the individual and/or the policy may be modified if necessary.
Employees violating this policy may be disciplined up to and including termination.

This policy does not apply to Police Officers or other employees who may be operating within the normal scope of their official duties and using such weapons as tools of their profession.

6.12 HAZARDOUS MATERIALS

An employee has the right to review and make copies of Safety Data Sheets (SDS) kept on file with the City of materials and substances they may be exposed to while performing their duties.

6.13 EYEGLASS REPLACEMENT/REPAIR

For employees working in situations where eyeglasses may be damaged, the City agrees to reimburse those employees for repair or replacement of prescription eyeglasses that are damaged because of working conditions. The maximum reimbursement per employee shall be $250 in any fiscal year. Any VSP insurance coverage the employee is eligible for is to be used first with the City paying the balance up to the $250 limit. An employee whose glasses are damaged because of working conditions shall request reimbursement from their department director. The employee shall be required to submit a copy of the receipt for repair or replacement of the eyeglasses with their request for reimbursement. The request should also include a statement of the circumstances that caused the damage to the employee's glasses. The City will provide up to $200.00 annually per employee for those needing safety prescription eyeglasses. Employees may use their VSP insurance benefit, if applicable, to help offset the cost to the City.

6.14 HEPATITIS B

For employees who may be exposed, due to occupational hazards, the City offers Hepatitis B vaccinations at no cost to the employee. All qualifying employees will be required to sign and return the Hepatitis B Employee Vaccination Decision Form. Information pertaining to the disease, the vaccine, and side effects can be found on the Hepatitis B Employee Vaccination Decision Form.

All new regular full-time and part-time employees in positions exposed to occupational hazards will be required to return this form prior to the completion of their first month of employment with the City.

All employees consenting to receiving the vaccination are required to receive the first dose of the vaccination within 30 days of signing the consent form. The vaccinations will then be given according to the following schedule:

1st dose:	Elected Date
2nd dose:	One Month Later
3rd dose:	Six Months after the First Dose

Any employee electing to take, but failing to complete, the series within six months of receiving the first dose will be suspended without pay until they have completed the series. This suspension may be reviewed and possibly waived by the City Manager due to extreme mitigating circumstances. If employment with the City ends during the series of vaccinations, the employee is responsible for completion of the series and any costs involved.

EMPLOYEE CONDUCT AND WORK RULES

7.1 DISCIPLINARY ACTION

Whenever an employee violates any of the policies, regulations, or code of ethics outlined in this employee handbook, the department director or supervisor may institute disciplinary action in any of the categories listed below, depending on the seriousness of the offense committed. These disciplinary procedures are merely guidelines. They are not listed in any order and there is no requirement that any disciplinary action precedes any other action. The city may choose to implement any of the procedures listed, including immediate discharge at any time, depending on the seriousness of the violation. The City reserves the right to change, alter, or terminate any of the disciplinary procedures at any time.

Only the department supervisor, department director, or the City Manager may issue disciplinary actions, which may be oral reprimands, written reprimands, or suspensions. The action (including oral reprimands) shall be documented in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. The supervisor issuing the oral reprimand shall also sign and date the record of conversation.

If the employee refuses to sign disciplinary action, such refusal shall be noted on the document signed by the supervisor, initiated by the City Manager, and placed in the employee's personnel file.

Prior to issuance of a notice of suspension, the nature of the offense is to be reviewed with the City Manager. Any City employee who is suspended is required to turn in their city keys while serving the

period of suspension.

7.2 DISCIPLINARY ACTION GUIDELINES

The form and degree of disciplinary action shall be commensurate with the seriousness of the events or conditions giving rise to the need for discipline. Progressive discipline is not required to be practiced regarding the discipline of employees who violate rules and regulations contained herein. Nothing in this disciplinary policy shall be construed to interfere with or supersede rules of discipline and other regulations governing civil service employees.

The following lists are not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

A. That the employee is incompetent, negligent, or inefficient in the performance of their duties

B. That the employee has been abusive in their attitude, language, or has been abusive in their conduct toward fellow employees, superiors, or the public

C. That the employee has violated any lawful or official regulation, order, or rule, or failed to obey any lawful and reasonable direction given to the employee by their supervisor

D. That the employee has taken for personal use a fee, gift, or other valuable thing in the course of work or in connection with employment without reporting its receipt to their department director and the manager

E. That the employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies

F. That the employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence

G. That the employee has directly or indirectly participated in a local political campaign in any manner as to violate any of the regulations set forth in the political activity section of this handbook

H. That the employee has solicited private business for personal reasons during working hours or has used their City position to try to secure or to conduct private business

I. That the employee has made a false statement in their application for employment

J. That the employee has hindered the regular operation of the department because of unauthorized absenteeism ortardiness from duty during regular working hours

K. Reporting to work under the influence of alcohol or a controlled substance/s, possessing, distributing, or consuming alcohol or a controlled substance/s while on duty. If an off-duty employee is called in to work, and they advise the supervisor that they have been socially consuming alcoholic beverages or taken a medication that may diminish their capacity, the

employee shall not be required to report for duty. If a scheduled on-call employee is called in to work and is found to have consumed alcohol, is under the influence of alcohol or illegal drugs, or tests positive for alcohol or illegal drugs, the employee will be subject to disciplinary action, up to and including termination.

L. That the employee has used City vehicles or equipment without proper authorization

M. That the employee has been involved and at fault in an avoidable accident on the job in a city vehicle or on City property

N. That the employee has operated City vehicles in an unlawful or hazardous manner

O. That the employee has misappropriated City funds, appropriated City property for personal use without permission, or illegally disposed of City property

P. That the employee has demonstrated conduct unbecoming an employee of the City while on or off duty

Q. That the employee has submitted a false report of their conduct of service

R. That the employee has submitted a false report against another employee

S. A specific failure to meet certain standards of conduct and/or work performance, or a general lack of performance in an area of employment

T. Dishonesty, theft, or fraud

U. Insubordination - refusal to follow orders and instructions directly related to the performance of their job

V. Outside employment that is inconsistent with the City's goals, objectives, and policies, and/or that reflects negatively on the City's operations

W. Violation of the state gift laws as they apply to public employees

X. Unauthorized use of computer-related resources belonging to the City, which include, but is not limited to, computers, computer-related equipment, computer programs, computer systems, or modems

Y. Unauthorized use of City telephones/fax/Internet for personal business

Z. Accepting unauthorized employment while on leave-of-absence

AA. Creating unsafe or unsanitary conditions

BB. Smoking in prohibited areas

CC. Unauthorized use or disclosure of information or records

DD. Refusal to work overtime when a reasonable request is made that allows the employee sufficient time to alter personal plans. If the request to work overtime is due to an emergency situation, the employee needs to be made aware of the importance of the request and barring extreme personal circumstances, they are expected to report for work.

EE. Unauthorized removal of City or a fellow worker's property

FF. Failure to follow procedures outlined in this Employee Handbook

GG. Fighting or horseplay on the job

HH. Representing their personal opinion/s as those of the City of Clive

II. Creating strife, discord, and disharmony among other City employees

JJ. Disclosure of confidential information protected by federal, state, or City law, or commonly recognized as privileged or confidential information

KK. Sleeping while on duty

LL. Display of any type of violence in the workplace

MM. Any other action or failure to act which adversely affects the City, its officers, or employees

NN. Failure to maintain appropriate Iowa driver's license as required by their job description

OO. Failure to maintain a required concealed weapons permit as required by their job description

PP. Failure to follow established safety policies and guidelines established by their department

QQ. Submits or provides false information

B. In addition, all employees must observe the following rules:

A. All employees shall observe City ordinances and shall exercise reasonable care when driving any City vehicle.

B. All employees shall always be courteous in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.

C. All employees shall follow established safety policies and guidelines established by their department.

D. Any employee involved in a reportable accident involving City equipment should

immediately notify the police and the department director. Vehicles should not be moved until police arrive and take charge of the scene.

E. City vehicles shall be used only for City business. No City vehicle shall be used after working hours unless permission is obtained from the City Manager. All City equipment shall be restricted to assigned departments and shall not be borrowed unless permission is obtained from proper department directors. No City vehicles shall be used for personal errands, personal transportation, or other such business unless permission is obtained from the City Manager.

F. Uniforms provided for employees shall be worn only during working hours or for official City business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn on any personal activity.

GRIEVANCE PROCEDURES

Appeal from Disciplinary Action and Grievance Procedure
To assure a fair and equitable application of policies, rules, and regulations, full and part-time employees have the right to register an appeal/grievance without being disciplined or discriminated against in any way because of their proper use of the appeal/grievance procedure. Seasonal employees have the right to grieve up to the department director's level only. All appeals/grievances for employees not otherwise covered by a grievance procedure in a collective bargaining agreement shall be pursued in the following manner:

If an employee has a complaint or grievance concerning their job classification, disciplinary action, supervisor, rules, regulations, policies, workstation or its condition, the actions of others, salary, or benefits, they are to do the following:

A. The employee having a specific grievance shall take it first to their immediate supervisor who shall respond within seven (7) calendar days.

B. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 1 answer, present the written grievance to the appropriate department director who shall respond within seven (7) calendar days.

C. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 3 answer, present the written grievance to the City Manager, who will respond within fourteen (14) calendar days. The City Manager's decision shall be final and binding.

The City of Clive Appeal/Grievance Report can be found in Clive365 or by clicking on this link.

EMPLOYEE ETHICS

An employee shall not engage in any employment, activity, or enterprise that is inconsistent,

incompatible, or in conflict with duties as an employee of the City or with the duties, functions, and responsibilities of the department by which they are employed.

8.1 POLITICAL ACTIVITY

To serve the best interests of the employee, taxpayers, and the City government, it is the policy of the City of Clive to restrict certain types of political activity without infringing upon the employee's right to exercise their suffrage as citizens. The purpose is to safeguard the employee from pressure to support any political party or person financially or otherwise. Another important reason is to safeguard the interest of the public who all municipal employees must serve without political bias and without regard to their political opinions or affiliations.

This policy has been developed not to restrict one's constitutional rights, but to emphasize and protect the neutrality of public service personnel.

Therefore, employees are prohibited from:

Using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee organization, agency, or person for political purposes.

Having political campaign items in their offices, City facilities, in City vehicles, or to wear such items on their person while on duty. Campaign items that have been retrieved due to having been illegally placed on City property and are being transported for disposal are exempt. Employees are allowed to have campaign bumper stickers on their personal vehicles.

The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:

- City property not normally accessible to the public
- Employees in uniforms that display City insignia and logos or any use of City employees while on City time
- City equipment

In practice, this means that candidates will be prohibited from attending City staff meetings. Also, they will be requested not to use film footage of such attendance that may have been taken during meetings prior to the start of their campaign, filming for political purposes on City property not normally accessible to the public will be prohibited, filming of City equipment for political purposes would be prohibited, including the use of police and fire vehicles, and that City employees will be prohibited from appearing in political advertisements wearing City equipment or City insignia or logos.

On the other hand, employees on their own non-working time, shall be permitted to:

1. Express their opinions on political subjects and candidates.
2. Take an active part in political management and political campaigns.

3. Campaign for a candidate in a partisan election by making speeches or writing on behalf of the candidate.
4. Attend political rallies or partisan campaign meetings.
5. Transport voters to the polls for the voters' convenience
6. Make voluntary contributions to a political party or organization.

All full-time employees of the city who wish to seek election to the City Council must take a leave of absence from City service. This leave begins with the first formal activities of the employee to obtain nominations or election to the office and will end upon completion of all activities with the office or the campaign, if not elected.

Employees may not engage in partisan political statements, including attending political rallies or campaign events, during paid work time or while otherwise acting in an official capacity on behalf of the City.

Employees are prohibited from using City resources, including uniforms, logos, equipment, or identification, in connection with any partisan political activity, or in any manner that could reasonably imply City endorsement of a candidate, campaign, or political position.
Nothing in this policy is intended to restrict employees' rights to engage in lawful political activities while off duty and not representing the City.

This policy does not apply to employees who are authorized, as part of their official duties, to participate in legislative or governmental affairs, including attending legislative sessions, meeting with elected officials, or advocating on behalf of the City's interests.

8.2 PURCHASING POLICY
All items purchased for the city must be properly authorized. Failure to obtain approval encourages waste, fraud, and abuse. Consequently, employees found not abiding by the system will be subject to disciplinary action, up to and including dismissal.

8.3 GIFTS OR GRATUITIES
The requirements imposed by the Code of Iowa shall apply to all gifts to elected or appointed officials and City employees or their families. City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. When an employee receives any offer because of their status as a city employee, such receipt must be reported in writing at once to the department director, and the retention of the gift will be based on the City Manager's recommendation to and approval by the Mayor.

8.4 CONFLICT OF INTEREST

General
It is the policy of the City that no elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official of the City is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly, shall have any personal material interest or outside affiliation which would likely produce a conflict between their self-interest and proper performance of the elected or appointed official's or employee's duties. No knowledge gained by any elected or appointed official or employee in their role as such shall be used in such a manner as to cause a conflict between their personnel interest and the City's interest. All

elected or appointed officials or employees shall conduct their personal affairs to avoid any conduct that may adversely affect or appear to affect the judgment of the elected or appointed official or employee.

The following guidelines are hereby established with respect to this policy:

1. Personal Financial Interests

Elected or appointed officials or City employees, or the spouse or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly should avoid participating financially, directly or indirectly, in any business enterprise which might influence, or be thought to influence, the official decisions or actions of the elected or appointed official or City employee. In making judgments regarding such participation, they should consider whether their financial interests in any such business enterprise that has or may have a business relationship with the City represents a substantial portion of their net worth or a substantial portion of the ownership of such business enterprise.

2. Outside Affiliations

No salaried City employee shall hold any position with any other business enterprise or governmental body which would conflict with or reasonably might be likely to conflict with the proper performance of their civic duties or responsibilities or which might tend to influence their impartial judgment with respect to dealings between the City and such other business enterprise or governmental body without full and complete disclosure to the City Council or Mayor.

Disclosure

If any time an elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly finds that they are considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the City or with respect to which they are in doubt as to whether it does or might conceivably conflict with the official duties of the elected or appointed official or City employee, it shall be the duty of the elected or appointed official or City employee to make timely disclosure of the facts relating thereto to the Mayor, council, City Manager, or department director, which is their immediate superior or the commission, board, or committee which they are a member of in order that an objective and impartial evaluation thereof may be made and conflict avoided. Under such circumstances, except as otherwise instructed by the city after the full disclosure of the facts, they should refrain from exercising responsibility in any matters concerning the city which reasonably might be considered to be affected by their self-interest.

8.5 PRESS RELEASES

To ensure accuracy and timeliness, the City Manager, Assistant City Manager, Communications Specialist, or designated department director must review and approve press releases before distribution. Please see the Clive Communications Policy and Toolkit for further information.

8.6 USE OF CITY TELEPHONES

- Employees shall observe the rules of telephone courtesy in receiving and placing calls.
- Employees are permitted to use City telephones for personal reasons only in cases of absolute necessity. This is a privilege and not a right and may be withdrawn by the department director if abused through excessive use, or if telephoning causes interference with work duties.
- Toll calls for personal reasons may be made only with the approval of the department director and at the employee's expense.
- Employees shall discourage people from telephoning them at work for personal matters.

8.7 SOLICITATION, SELLING, AND PEDDLING AMONG EMPLOYEES

Unless authorized by the City Manager, solicitation among City employees during working hours for charitable or any other purpose, and selling of tickets, chances, magazines, or merchandise of any kind is only allowed on employee break room tables, employee bulletin boards, or in the employee newsletter. Employees shall not engage in oral solicitation for any purpose during working time.

8.8 CLIVE LOGO

The City's logo, while only one component of what comprises the City's identity, is a communication tool and asset that must be protected and nurtured. The Brand Standards Handbook is the guiding policy document setting the standards for usage and presentation of the logo and establishes specifications for printed or other visual pieces. All employees are responsible for maintaining the standards established in the Brand Standards Handbook. A copy of the handbook can be found on Clive365, the City's Intranet.

When any purchase is being planned which will include the use of the Clive logo, the City Manager must approve the use of said logo before such purchase is made. Whenever anything with the Clive logo is to be disposed of, it must be disposed of properly. Donating an item (for example to Goodwill) is not acceptable.

8.9 CLIVE NAME

Employees may not use the City's name or represent themselves as the city to enter any type of contest. No contests may be entered while employees are on duty (example: call-in radio station contests).

8.10 PERSONAL MAIL/POSTAGE

Employees shall not use the addresses of City facilities for receipt of personal mail. Use of the City's postage machine/system for personal correspondence is prohibited.

8.11 FALSE CLAIMS ACT

The Federal False Claims Act is a federal statute that establishes liability for knowingly presenting or causing to be presented a false or fraudulent claim for payment to the United States government or to a government contractor. This includes claims submitted to Medicare or Medicaid.

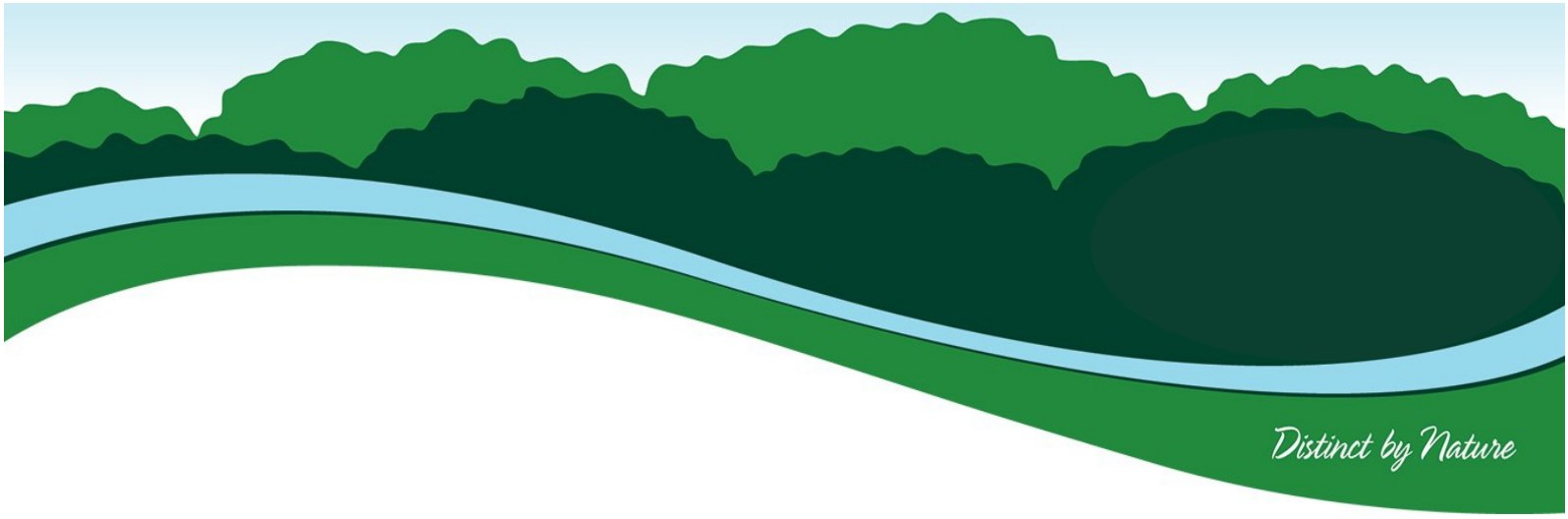
Violating the False Claims Act is a very serious matter. Employees may be subject to substantial civil monetary penalties for EACH false claim submitted, may be required to pay three times the amount of damages sustained by the United States government, and may also be excluded from participation in Medicare and Medicaid.

Examples of practices that may violate the False Claims Act if done knowingly and intentionally include the following:

- Billing for services not rendered
- Knowingly submitting inaccurate claims for services
- Taking or giving a kickback for a referral

8.12 WHISTLEBLOWER PROTECTION

State and Federal law contain protections for disclosing potential billing problems. These protections may include employment reinstatement and back pay. The False Claims Act also includes a “qui tam” provision that allows any person with actual knowledge of a False Claims Act violation to file a lawsuit on behalf of the United States Government. If the government determines that the lawsuit has merit and decides to join, the United States Department of Justice will direct the prosecution of the lawsuit. If the government decides not to join in the lawsuit, the person who filed the lawsuit on behalf of the government can continue the lawsuit on their own.



City of Clive

Employee Handbook

Amended by the Clive City Council
Resolution No. ____
On June 25, 2026

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STAFF APPRECIATION

Let me start off with saying thank you. Thank you so much for joining the incredible staff of the City of Clive. It is truly an honor to serve as your City Manager and express my deepest appreciation for the dedication and commitment you all bring to this great city.

I want to acknowledge the work you do, but to also recognize the collective impact you have on the lives of every citizen in Clive. From the early morning hours to the late nights, you work tirelessly to ensure that our community thrives and prospers.

In the face of challenges, you remain steadfast, displaying an unwavering commitment to the betterment of our city. Whether it is maintaining our infrastructure, providing essential services, ensuring public safety, or engaging with our vibrant community, you do so with an unparalleled sense of duty and a deep understanding of the impact your work has on the lives of our residents.

The progress we have achieved together is a testament to your efforts. Clive has become a model city, renowned for its strong community bonds, its forward-thinking approach, and its ability to adapt to change. This progress did not happen by chance; it is the result of your hard work, your innovative ideas, and your unwavering dedication.

But I want to recognize more than just the work you do. I want to acknowledge the people behind the titles—the mothers, fathers, sons, daughters, friends, and neighbors who make up the fabric of this remarkable team. You bring your unique perspectives, your diverse talents, and your passion for service to the table, creating a rich collection of skills that fuel the success of our city.

As your City Manager, I am deeply grateful for the privilege of working with such an exceptional group of individuals. Your dedication is inspiring, and your commitment to public service is a shining example for communities across the nation. You are the backbone of Clive, and it is because of your hard work that we continue to reach new heights and overcome challenges.

In closing, let me assure you that your work does not go unnoticed. Your efforts have touched the lives of countless individuals, and you have made a lasting impact on our city. You are the change agents, the champions of progress, and the unsung heroes who make Clive the incredible place it is.
So, thank you. Thank you for your unwavering commitment. Thank you for your dedication to service. And thank you for being the heart and soul of the City of Clive.

Matt McQuillen
City Manager



MISSION & VISION STATEMENT

MISSION

OUR MISSION

is to provide

HIGH QUALITY, CUSTOMER VALUED MUNICIPAL SERVICES in a

FINANCIALLY RESPONSIBLE MANNER

through a ***DEDICATED WORKFORCE***

resulting in ***SATISFIED CUSTOMERS***

and a ***SUSTAINABLE CLIVE COMMUNITY***

COST EFFECTIVE DELIVERY

FORWARD THINKING



CONTINUOUS IMPROVEMENT

VISION

Clive 2040 is a BEAUTIFUL and SAFE City with GREAT RESIDENTIAL NEIGHBORHOODS through buildout.

Clive 2040 provides EXCEPTIONAL FAMILY LIVING and OPPORTUNITIES FOR PERSONAL WELLNESS.

Clive 2040 has the DISTINCTIVE CLIVE GREENBELT, and a REVITALIZED 86th CORRIDOR/NEIGHBORHOOD.

HOW WE INVEST IN OUR PEOPLE

In Clive, we believe in excellent public service and good governance. We take pride in our work because we create and sustain a beautiful, safe, fair, and hope-filled community. The community appreciates our efforts, evidenced by the consistently high approval ratings in Clive's resident surveys.

Delivering the excellent services Clive residents, businesses, and visitors deserve requires an exceptional workforce. We are committed to retaining, attracting, and developing high-performing employees who do their best, excel in their profession, support their teammates, and enjoy a healthy work-life balance.

We are committed to competitive pay rates updated annually based on the cost of living for our area, and we conduct regular salary and benefits studies to ensure our competitiveness with neighboring cities. We provide generous benefits, including:

- ***Merit pay for performance***
- ***Time off for our employees to enjoy life and be present for friends, family, and others they care for***
- ***Excellent health insurance and wellness incentives for employees and families***
- ***Strong retirement and deferred compensation packages***
- ***Retention incentives***
- ***Investments in equipment, skills training, and career development and advancement so employees are successful***

We fairly administer pay and benefits and provide equal pay for equal work. We strive to be a welcoming organization seeking a diverse workforce reflective of the community we serve and diligently follow all employment laws, including those related to protected classes. We are financially responsible while valuing the workforce we need to serve the entire Clive community, and we adapt as the needs of the Clive community and our employees evolve.

INTRODUCTION

The City of Clive's Employee Handbook describes the official policies and procedures guiding the City's actions regarding personnel matters. It is intended to guide and direct staffing and personnel management in routine situations. The handbook will provide clear policies and procedures for a professional working environment in which roles and responsibilities are understood and accepted.

This handbook does not constitute or create a contract of employment. Rather, this handbook has been prepared to acquaint you with the City of Clive's employment policies, your responsibilities as an employee, and the many benefits and privileges our employees may enjoy. It is presented as a matter of information only. While the City believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually and reserves the right to change or terminate any or all of them at any time.

As a City employee, you are employed at-will. As an at-will employee, you retain the right to terminate your employment at any time, for any reason, and the City retains the same right. No policy or practice of the City should be construed to change this relationship. Only the City Council has the right to modify or change this practice.

The personnel policies of the City of Clive are intended to:

- *Increase understanding* and eliminate the need for personal decisions on policy matters.
- *Establish and maintain* uniform personnel practices for recruitment, classification, employee status, assignment, and benefits changes. Each member of management is responsible for administering these policies consistently and impartially.
- *Establish and maintain* uniform timekeeping and payroll practices regarding hours worked, deductions, and application of adjustments.
- *Assist in planning* for the personnel requirements of current and future City departments.

OFFICIAL STATUS OF THE EMPLOYEE HANDBOOK

The handbook shall be the official policy of the City of Clive and shall be observed by all employees and elected or appointed municipal officials.

This handbook shall apply to all City of Clive employees. However, whenever the policies, terms, conditions, or language of this handbook conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions, and language of the collective bargaining agreement or employment contract supersede those of this handbook.

The City Manager shall approve the department rules and regulations handbook. In the event of conflicting policies between handbooks, the City's Employee Handbook shall have precedence and be the controlling document. This handbook and its supplements shall remain in force unless amended by the City Council.

Authority – Distribution

The authority to approve personnel policy is vested with the City Council. The City Manager is responsible for recommending changes to the Mayor and City Council for approval. The City Council reserves the right to modify or abolish these policies, services, and benefits and reserves the right to adopt new policies, services, and benefits.

The City Manager is responsible for the day-to-day administration of the personnel program and has overall authority and responsibility to administer the City personnel policy.

The Employee Handbook provides department directors, supervisors, and employees with an essential personnel tool. It is designed to serve as a source of information that can be looked to with authority and completeness. Upon hire with the City, all full and part-time employees shall receive a personal copy of this handbook, and all other employees shall always have an electronic copy available. All employees must sign a form stating they have been asked to read the handbook, understand its contents, and agree to abide by its policies. The most current version of the Employee Handbook is available through Clive365, the City's Intranet site.

DEFINITIONS

For this handbook, the following words shall have the meaning indicated:

Affirmative Action – Those actions appropriate to ensure equal employment opportunity and to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

Anniversary Date - The date from which salary and leave benefits are calculated. For salary purposes, the anniversary date shall be calculated as follows:

A. For all employees, the salary review and adjustment anniversary date will be July 1st of each year. An employee promoted, transferred, or demoted to another position with the City shall have a revised salary, effective as of the date of the promotion, transfer, or demotion.

B. For leave purposes, the anniversary date shall be the date of initial regular employment. No credit shall be given for service as a temporary employee when determining an employee's anniversary date for determining leave.

Appointment - The offer of and acceptance of a position on a regular or temporary basis. An appointment may be withdrawn at any time, with or without cause.

City - The City of Clive, Iowa.

Civil Service – A merit-based employment system established pursuant to Iowa Code Chapter 400 that governs the hiring, promotion, discipline, and tenure of certain municipal employees, including police, firefighters, and other positions as provided by law or City ordinance. The system is designed to ensure employment decisions are based on merit, competitive examination, and objective qualifications rather than political affiliation or other non-job-related factors.

Compensation - The salary, wage, allowance, and all other forms of valuable consideration, earned by or paid to any employee because of service in any position, not including any allowance authorized and/or incurred incident to employment.

Compensatory Time-Off – Time off with pay to compensate employees for overtime worked. This time off may be taken at a time that is mutually acceptable to the employee and the employer.

Corrective Action - Imposition of certain personnel action (i.e.: warning, reprimand, suspension, demotion, termination, transfer) because of poor performance or personal misconduct with the intent to cause a change in future behavior &/or performance.

Demotion - The assignment of an employee to a position of employment requiring less responsibility or skill and having a lower salary than the former position.

Department Director - An employee who oversees, gives counsel and direction for a department of the City, and evaluates the job performance of their staff.

Disability - A physical or mental impairment that substantially limits one or more major life activities; a record of such impairment; or perceived as having such an impairment. The City will provide

reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship.

Discharge - An employer-initiated termination/separation of an employee due either to layoff or termination/separation.

Emergency Personnel - Employees designated by the City whose primary duties involve the protection of life, property, and public safety, and who are required to respond to emergencies or critical incidents. This includes:

- Police officers
- Firefighter/EMTs, Firefighter/Paramedics (excluding Part-Time Fire Department Staff), Assistant Chiefs, Fire Marshal, and Fire Chief
- Public Works Director, Operations Administrator, Public Works Supervisors, Senior Operations Specialists and Operations Specialists
- Parks Manager, Parks Supervisors, Senior Operations Specialists and Operations Specialists

Emergency personnel are required to reside within a thirty-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, unless otherwise approved by the City Manager.

Employee - An employee is one who is hired for an unspecified term of employment, is paid wages and is issued a Form W-2 (Wage and Tax Statement) to reflect compensation paid. An employee may be employed on either a full-time or part-time basis.

Equal Employment Opportunity – To not allow any personnel decision or action to be unlawfully influenced in any manner by consideration of an individual's protected status, including race, creed, color, religion, sex, pregnancy, gender identity, sexual orientation, veteran status, national origin, age, disability or any other protected bases.

Exempt - Exempt employees are those employees who are not subject to the Fair Labor Standards' Act provisions on minimum wages and overtime compensation. They are compensated on a fixed salary basis, regardless of the number of hours worked. The exemptions are based on job activities, responsibilities, and allowance for time off without reduction in pay. Exempt employees are not eligible for overtime pay or compensatory time.

Fringe Benefits - Employee compensation other than wages, such as, but not limited to, medical insurance, life insurance, holiday pay, vacation, sick leave, retirement, jury duty leave, emergency leave, military leave, bereavement leave, or deferred compensation.

Full-time Employee - An employee who is scheduled to work a minimum of forty hours per week with a minimum of 2,080 hours per year. Full-time equivalents are exempt from this full-time status.

Fire Lieutenants – Fire Department employees working 24-hour shifts, supervising a crew and overtime eligible.

Grievance - A dispute between the employer and the employee regarding the interpretation, application, or violation of any of the express terms and provisions of this handbook.

Immediate Family - Relatives including spouse, domestic partner, children, adopted children,

stepchildren, individuals for whom the employee stands in the role of a parent, brothers, sisters, half-brothers, half-sisters, stepbrothers, stepsisters, father, mother, stepparents, parents-in-law, grandparents, grandchildren, and legal guardians.

Job Description - A group of specific duties, tasks, and responsibilities grouped and assigned to a position or job classification to be performed by an employee.

Layoff/Reduction in Force - The separation of an employee from the City because of a reduction in workload or funds.

Leave - An approved absence from work as provided by these rules and policies (i.e., sick, vacation, and bereavement leave).

Management Personnel - Individuals who are responsible for overseeing and directing the work of others, including planning, organizing, and supervising employees to achieve goals. They play a crucial role in areas like recruitment, training, performance management, and ensuring compliance with labor laws.

Major Life Events An event, such as, adoption, birth, and death which have significant impact on an employee.

Meal Break - An unpaid period, generally taken near the middle of the shift or workday. The department director, considering department needs, shall schedule lunch periods. Such periods will not be more than one hour or less than thirty minutes. Public Safety officers shall not be relieved during their break period from their responsibility to handle police, fire, or other emergency calls.

Municipal Officer - City Manager, City Clerk, Fire Chief, and Police Chief. These municipal officers are considered employees of the City and are governed by the Employee Handbook.

Non-emergency employee - An employee whose primary job duties do not involve emergency response or immediate public safety functions.

Non-exempt – Non-exempt employees are those employees who are not exempt under the Fair Labor Standards Act. Non-exempt employees shall be paid not less than one and one-half times such employee's rate of pay for each hour worked more than forty hours in a workweek. Police officers will only be remunerated for overtime hours if hours are beyond their normal shift. Full-time, non-salaried firefighters will be remunerated for overtime hours if beyond 212 hours in a 28-day cycle.

Part-Time Firefighter/EMT, Part-Time Firefighter/Paramedic and Part-Time Paramedic - Fire or medical personnel are assigned to be on call at the fire station to ensure there is sufficient staffing to answer emergency calls during designated time periods. Part-Time Fire or medical employees may receive regular hourly pay for up to 53 hours per week for all Fire Department activities yet are not considered full-time employee. Any time worked over 53 hours in a week will be considered overtime. Employees are eligible for IPERS (Iowa Employees' Retirement System) retirement benefits, and if averaging over 30 hours per week between April 1-March 31, healthcare coverage will become available beginning July 1.

Part-Time Employee - An employee who works less than thirty hours per week and is anticipated not to work beyond a six-month period.

Regular Part-time Employees - An employee who is appointed to a position, with no specified end date, and regularly works fewer than 30 hours per week.

- "Regular" refers to the nature of the appointment, not the number of hours. It means the position is ongoing, not temporary or seasonal.
- "Part-time" means the employee works less than full-time, but on a regular and scheduled basis.
- Eligibility for benefits varies depending on the number of hours worked. See Benefit-Qualifying Part-Time Employee.
- **Benefit-Qualifying Part-Time Employees** – A benefit-qualifying part-time employee works a consistent schedule, typically 20 or more hours per week, and meets the minimum hour requirements set by the employer or law to receive some or all employment benefits, often on a prorated basis.

For purposes of this section, benefits shall mean bereavement leave, floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

Probationary Period - A working test period lasting a minimum of six calendar months (police officers – nine months' probationary period from the date of hire or certification from the ILEA, whichever is the later of the two), beginning upon initial appointment or promotion. During this time, an employee is required to demonstrate their capability to perform the duties of the position to which they are appointed and harmoniously work with other staff. This period may be extended if deemed necessary by the City Manager. Any employee may be terminated at any time for any reason during probation, and the employee shall have no right of appeal. All employees of the City are employed "at will" and employment may be terminated at any time with or without cause. Civil Service statutes will govern police officers.

Promotion - The assignment of an employee, by the City Manager, to a position requiring greater responsibilities &/or skills than the former position.

Resignation - The action taken by an employee ending employment with the City. It will also be considered a voluntary resignation if an employee does not report for their scheduled hours three days/shifts consecutively without communication to their supervisor.

Rest Period - A paid fifteen-minute interruption of work for purposes of rest and safety during the first four hours of the work shift, and fifteen minutes of rest during the second four hours of the work shift.

Retirement - The separation of an employee from the service of the City who is eligible for and receives benefits from a recognized retirement system.

Seasonal Employee - An employee hired for a stated term of employment as determined by a specific job assignment/s examples include but are not limited to interns, aquatic staff, and seasonal park maintenance. Seasonal employees may work up to forty hours per week for a pre-determined period, normally six months or less. They are not entitled to the fringe benefits received by other employees. Seasonal employees are at-will employees, in that they can quit or be terminated from employment at any time without progressive discipline or cause.

Supervisor - A person who oversees and gives direction to their staff as authorized within the

organizational chart.

Suspension - A temporary removal of an employee from duty with or without pay.

Transfer - The movement of an employee from one position, by the City Manager, to another that has the same salary range and level of responsibility.

Workday - An employee's scheduled daily hours of employment.

Workweek - An employee's schedule of work hours within an appointed week.

EQUAL EMPLOYMENT, HOSTILE WORK ENVIRONMENT

The Equal Employment Opportunity/Affirmative Action Policy Plan of the City of Clive is in accordance with the rules, regulations, and guidelines set forth by federal, state, and local laws. The policy provides for the implementation of the City's policy as it relates to equal employment opportunity and establishes the goal of equal opportunity for individuals regardless of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law, with respect to the terms, benefits, and conditions of employment.

It is the policy of the government of the City of Clive to provide equal opportunity to all employees, applicants, and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the disabled; and to administer its programs in a manner which does not discriminate against any employee, applicant for employment, or any program beneficiary.

The City is committed to providing equal employment opportunity and prohibits discrimination in all personnel decisions and employment actions based on an individual's protected status, including but not limited to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law. Any person who feels that they have been denied employment opportunities or benefits because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, martial status, or any other protected class status, has the right to contact the reporting hotline at (866) 912-5378 or by visiting www.eidebailly.com/hotline.

The City has the ultimate responsibility for the overall administration of the Equal Employment Opportunity/Affirmative Action Policy. This includes responsibility for integrating equal opportunity into all parts of personnel and program management; reviewing all policies and procedures as they affect equal opportunity and affirmative action; and ensuring compliance with relevant federal and state statutes.

Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from City employment as deemed appropriate.

It is the policy of the City of Clive to provide all employees with a work environment free of any form of discrimination or harassment. Under this policy, it is considered as misconduct for an employee or individual to engage in unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or any other conduct that might be construed as a racial, sexual, ethnic, or religious slur. Persons committing such misconduct will be subject to immediate, appropriate, and effective corrective action reasonably calculated to end the harassment.

Employees who believe they have been discriminated against or have been the victim of a hostile work environment, should report the discrimination or harassment to their supervisor, department director, or the City Manager and be willing to give specific names, events, dates, times, and places where the discrimination or hostile work environment occurred. Any supervisor or department director notified of such behavior will immediately notify the City Manager. Any questions regarding the City of Clive's policy, state or federal law, or complaints regarding any form of harassment should be addressed to the City Manager. For the mutual protection of all, every harassment claim filed must be filed in good faith. A bad faith claim has no other purpose than to harass or cause another person pain. Any employee, applicant, or program beneficiary who files a false or bad faith claim of harassment shall be subject to immediate, appropriate, and effective corrective action. The City of Clive will not tolerate retaliation against any employee who complains about discrimination or harassment under this policy, participates in an investigation under this policy, registers opposition to a discriminatory or harassing situation, or files a complaint alleging discrimination or harassment.

EMPLOYMENT OPPORTUNITY

It is the policy of the City of Clive to provide equal opportunity in employment without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions), genetic information, veteran status, marital status, or any other classification protected by applicable federal, state, or local law.

State or federal law shall take precedent over this policy handbook if a conflict between municipal and state or federal law occurs. Ordinances of the City shall supersede this policy handbook if a conflict occurs. Nothing in these policies and procedures shall be construed to interfere with or supersede civil service rules and procedures that govern police officers.

Any applicant who knowingly provides false statements of material fact, or attempts deception or fraud during the application or hiring process may be disqualified from consideration for employment, or if already hired when the falsehood is discovered, may be discharged.

EMPLOYMENT AND COMPENSATION

1.1 CLASSIFICATION OF EMPLOYMENT

All employees shall be recommended by the appropriate department director/human resources and hired at the discretion of the City Manager, except for the City Clerk and the City Attorney. The City Clerk is recommended by the City Manager and appointed by the City Council. The Council shall appoint by majority vote a City attorney and assistants to serve at the discretion of the Council. The City attorney and assistants shall receive such compensation as established by resolution of the Council.

Classification Categories: All employees, exempt or non-exempt, at the time of hiring will be advised of their classification into one of the following categories: Full-Time, Part-Time, and Seasonal.

An employee's classification, working hours, and benefits depend on the job requirements of the employee's job and whether the employee is a regular or seasonal employee, full-time or part-time, or an exempt or non-exempt employee. If an employee is promoted, transferred, or demoted, their classification, working hours, and benefits may change.

The City classification plan shall consist of classifications and titles as approved and adopted by the City Council. The City Manager shall be responsible for administering and updating the plan and making assignments to appropriate classifications based upon an individual's duties and responsibilities.

Newly appointed employees will normally be hired at the minimum entry pay level approved annually for each position. Appointments may be made above the minimum pay level based upon the individual's qualifications, experience, approval of the City Manager, and subject to council approval.

Pay levels and classifications are established for positions within the City. The minimum pay levels established are subject to update upon recommendation by the City Manager and approval by the City Council. The recommended salary and wage increase generally will be submitted to the City Council for approval within sixty days prior to implementation of the new fiscal budget period beginning July 1 of each year. Pay periods are bi-weekly, totaling 26 pay periods per year. To determine gross bi-weekly pay, divide the annual wage by 26.

1.2 NON-EXEMPT STAFF

Full-time salaries and wages for these positions will generally be computed on a basis of forty hours per week or a total of 2,080 hours per work year. Overtime hours will be computed on a basis of eight (8) hours worked in a workday. Overtime hours will be computed based on regular hourly wage plus one-half the regular hourly wage which may include longevity and education pay if applicable. The workday includes hours worked. All paid leave shall count as time worked for the purposes of computing overtime.

1.3 SALARIED EMPLOYEES

Salaried employees receive bi-weekly compensation based upon the required hours necessary to perform the duties of the position held, not based on hours worked. As exempt employees, they are not eligible for overtime. Bi-weekly payroll checks shall be computed so 26 equal payments are made to the individual annually as approved by the City Council upon recommendation of the City Manager. In the event the salary must be prorated, the pro-rata computation shall be based upon a per-day basis using a five-day workweek as the standard.

1.4 THE "WORKDAY"

Department directors shall establish, with the approval of the City Manager, the working schedules for their departments. For all regular employees, a normal workweek shall begin at 12:01 a.m. on Sunday and end Saturday at midnight. Exceptions will be made for services that are on continual call. Established work hours are not guaranteed for the hours specified. It is an essential job function for all staff to have regular attendance.

1.5 WORK SCHEDULE

Due to the diverse services provided by the City (24 hours-a-day, 7 days-a-week), the hours of work will be determined by employees' managers or supervisors based on the statuses of employees and their abilities to ensure quality service to the public and efficient operation of the departments.

All employees are expected to observe the hours set within your department and/or your position. However, alternatives to the work schedule may be approved. An alternative schedule may include: 1) Giving alternative days off during a week other than the typical Saturday and Sunday, 2) Working a schedule other than an eight-hour day, or 3) Starting and ending the workday or taking shorter lunch breaks than is typical in your area. Any special arrangement from the traditional schedule needs to be agreed to by your immediate supervisor, Department Director, and City Manager. Foremost in the decision to change an hourly employee's schedule will be the ability to meet operational requirements and customer service needs.

Unless otherwise authorized by the City Manager, the following work schedules and office hours shall be generally adhered to:

Administration	**8:00 a.m. to 4:30 p.m.**
Community Development	**8:00 a.m. to 4:30 p.m.**
Fire/Rescue	**8:00 a.m. to 4:30 p.m.**
Library	**9 a.m. to 8 p.m. M-Th, 9 a.m. to 6 p.m. F, 9 a.m. to 5 p.m. Sat, 1 to 5 p.m. Sun**
Parks/Recreation	**8:00 a.m. to 4:30 p.m. (office)**
	7:30 a.m. to 4:00 p.m. (maintenance shop)
	6:30 a.m. to 3:00 p.m. (maintenance shop summer hours)
Police Department	**8:00 a.m. to 4:30 p.m.**
Public Works	**7:00 a.m. to 3:30 p.m.**
	6:30 a.m. to 3:00 p.m. (summer hours)

If, due to an emergency or weekend duty, a full-time employee is called to work during traditionally off-work hours, the employee will be paid for a minimum of two hours of work. If this emergency call lasts longer than two hours, regular pay policies apply. If an additional call-out is required within the same two-hour period, additional time will not be paid except for that worked more than the two-hour minimum. If an additional call-out occurs after the initial two-hour period, an additional two-hour period begins again.

1.6 PAYROLL AND PAY PERIODS

Payroll checks will be electronically deposited by the Administrative Services' office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Finance Manager no later than Monday immediately preceding Friday's payroll check issuance.

1.7 PAYROLL

Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted to the Accounting Specialist no later than Monday immediately preceding Friday's

payroll check issuance. If not, the hours will be carried over to the next scheduled pay period. When payroll checks are issued every other week, every eleventh or twelfth year there is a 27th payroll. In the event of the 27th payroll, salaried exempt employees will receive a normal paycheck as well as hourly non-exempt employees who receive pay for hours worked.

Other Types of Taxable Income – In accordance with the IRS Fringe Benefit Guide and the City of Clive Taxable Fringe Benefit Policy (effective 1/1/2016), the City is required to tax employees on certain types of payments. For example: on the spot awards such as gift cards, wellness incentive, some uniforms/clothing, some meals under certain circumstances, and other items as defined by the IRS. The IRS allows the City to accumulate and tax these items once per year for any twelve-month period. These items are paid throughout the year in gross amounts, particularly for uniforms/clothing and meals. Once per year, as allowed by the IRS, these amounts will appear on the employee's pay stub under the category of "tax fringe".

1.8 RATES OF PAY

The City Council shall annually establish the minimum entry-level rate of pay (salary scale) for each position. Such salary scales will be determined by considering: the duties, responsibilities, and requirements for each position; the prevailing rates of pay (including indirect pay for fringe benefits) for similar work within the City's recruitment area for that position; cost of living adjustment; and the City's ability to pay such wages.

1.9 SALARY SCHEDULE

To carry out a policy of equity regarding compensation and work, as well as to provide a systematic means for dealing with personnel matters, a salary schedule is established, will be reviewed, and approved annually by the City Council.

1.10 SALARY ADJUSTMENTS

The City Council shall annually review and determine the percentage salary increase for employees. The City Manager shall be responsible for administering job evaluations and salary adjustments.

The salary to be paid shall be determined annually through the evaluation of each employee's job performance by appropriate supervisory personnel review, and recommendation by the employee's department director. Evaluations are to be completed each year by approximately May 31st. All salary adjustments shall be limited by such amounts and/or percentages as may be determined by the City Council. The employees will receive a raise percentage based upon their current compensation compared to the market scale and score received on the most recent performance evaluation as approved by the City Council through a pay plan matrix for compensation. Increases will be effective at the start of the pay period, which includes July 1st. All pay increases must be approved by the City Manager and the City Council.

1.11 TEMPORARY PAY INCREASE

If an employee's duties are expanded temporarily, the City Manager may grant an increase in pay to the employee during the time the employee is responsible for the additional duties.

1.12 TOTAL REMUNERATION

Any salary rate established for an employee shall be the total remuneration for the employee, but not to be construed as including overtime, group medical insurance benefits, life insurance, pension, or

reimbursement of uniforms and official travel. Except as otherwise provided, no employee shall receive pay from the City in addition to the salary authorized for services rendered by the employee, either in the discharge of ordinary duties or any additional duties which may be imposed upon the employee, or which they may undertake or volunteer to perform. Under no circumstances may City services be extended by employees in exchange for special rewards, gifts, or other remuneration from someone else, including tips.

1.13 NEW APPOINTMENTS

Upon initial appointment to the position, the employee will receive the minimum salary for the position, unless the individual selected possesses sufficient qualifications and experience relevant to the position in which case the City Manager may recommend a higher salary.

1.14 SNOW SEASON

Each year during the designated snow season, November 1 through March 31, Operations Specialists, Senior Operations Specialists and Supervisors in the Public Works and Parks Departments are required to participate in rotating on-call assignments for snow and ice operations.

On-call shifts will typically consist of seven consecutive days, beginning on Monday at the start of the business day and continuing through the following Monday at the start of the business day. Employees assigned to an on-call shift are expected to remain available and responsive for duty for the duration of the assignment unless approved otherwise by supervision.

If employees are called out during their assigned shift, they will be relieved of on-call status upon reporting for duty, and the next scheduled group will assume on-call responsibilities. The newly assigned group will then remain on-call until they are called out or until the end of their assigned shift, which normally concludes the following Monday at the start of the business day.

In situations where employees are called out after midnight on a Saturday, the next scheduled on-call group will remain on-call until they are called out or until the start of the business day on the second Monday following the beginning of their shift.

Employees assigned to on-call duty must remain accessible and available to respond at all times. When away from home, employees must carry a cellular phone or City-issued radio. Radios required for this purpose will be provided by the City. Employees may choose to use personal cell phones or similar devices at their own expense.

When there is a threat of inclement weather, defined as any forecast indicating potential snow or ice accumulation or refreezing conditions, employees on-call must remain within a 30-mile radius of City Hall, located at 1900 NW 114th Street, Clive, Iowa, to ensure timely response. When no such threat exists, employees on-call are not subject to geographic or time restrictions, provided they remain accessible. Failure to remain accessible or to report to work when called in may result in disciplinary action, up to and including termination.

During emergency operations, employees directed to leave work after at least 12 consecutive hours of work, or directed to leave and return later due to emergency operations, will receive up to eight (8) hours of paid rest time at their regular rate of pay.

Employees may request to be "Not Available for Call-Out" (NA) during the snow season, subject to departmental approval and operational needs. Requests should be submitted in advance via the timesheet system and will be reviewed based on staffing needs and service expectations. Departments may establish specific procedures, operational requirements, scheduling practices, limitations, and approval processes related to on-call responsibilities and Not Available (NA) status, consistent with departmental operational needs and service expectations.

Time spent on-call is not considered hours worked and is not compensable. Employees will be compensated in accordance with City policy for all time worked when called out for duty.

1.15 FIRE LIEUTENANTS

Hours of Work

A normal shift for an employee shall consist of twenty-four (24) hours' paid time starting at times established by the Fire Chief. The normal schedule of work will be: twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. Full-time personnel will be assigned to one of three rotating 24-hour shifts (A, B or C). The start of all shifts will be at 0600, and all full-time employees are expected to be clocked in and in uniform prior to that time. Full-time personnel are strongly encouraged to arrive early for their scheduled shift to ensure a proper transition between the two shifts. Assuming proper coverage, off-going personnel will be relieved at shift change unless they are held over from an ongoing emergency call for service, completion of an incident report or restocking of an ambulance. Off-going personnel may not leave the fire station until they have been properly relieved by personnel (either full-time or part-time) who maintain our staffing level.

Hours Worked Annually

Number of hours worked per year = 365 days/3 shift groups = 121.666 shifts scheduled per employee X 24 hours per shift = 2,920 hours.

Hourly Rate - Annual wage base/2756 hours.

Work Period

In accordance with Section 7(k) of the Fair Labor Standards Act (FLSA), the work period for Twenty-Four (24) Hour Fire Personnel shall consist of twenty-eight (28) days. The work period begins on a Sunday and ends on a Saturday.

During unscheduled hours, employees may respond to any request for extra emergency assistance.

1.16 RETENTION INCENTIVE PROGRAM

This program demonstrates an investment in the full-time long-term employee and saves the City the expense of recruiting and training new employees. The employee will be given the awarded amount as an hourly rate increase of: :

Years of Service	*Awarded Amounts*	*Hourly Rate Increase Conversion*
5 years	*$250*	
5-9 years	*$500*	*$0.0480*
10-14 years	*$750*	*$0.0721*
15-19 years	*$1000*	*$0.0962*

20-24 years	*$1500*	*$0.1442*
25-29 years	*$2000*	*$0.1923*
30-35 years	*$2500*	*$0.2404*

Employees who reach five (5) years of service will receive a one-time lump-sum payment during the pay period that includes their service anniversary date.

Employees who reach a service milestone and are still employed by the City of Clive will receive the applicable hourly pay increase during the pay period that includes their service anniversary date.

Starting one day after the five (5) years of service, the lump-sum service award previously paid for service milestones will be eliminated. Instead, the value of the former lump-sum award will be incorporated into the employee's hourly rate of pay, starting at the five-year service milestone and continuing through subsequent eligible service anniversaries.

The value of these incentives is taxable and will be included as income in accordance with IRS requirements.
Over the term of five (5) incremental years of service, the total longevity amount will equal the awarded amount in the second column.

Police sergeant retention incentive will follow the same schedule as outlined in the respective bargaining agreement for those employees they manage. Police Sergeants will be given the awarded amount as an hourly increase of:

Years of Service	*Awarded Amounts*	*Hourly Rate Increase Conversion*
10 years	$500	$0.2524
11 years	$525	$0.2644
12 years	$550	$0.2764
13 years	$575	$0.2885
14 years	$600	$0.3005
15 years	$625	$0.3125
16 years	$650	$0.3245
17 years	$675	$0.3365
18 years	$700	$0.3486
19 years	$725	$0.5889
20 years	$1225	$0.6010
21 years	$1250	$0.6130
22 years	$1275	$0.6250
23 years	$1300	$0.6370
24 years	$1325	$0.6490
25 years	$1350	$0.6611
26 years	$1375	$0.6731
27 years	$1400	$0.6851
28 years	$1425	$0.6971
29 years	$1450	$0.7091

1.17 CALL-IN PAY/OVERTIME

Nonexempt employees are not permitted to work more than their regularly scheduled hours without

their supervisor's advance approval. All overtime hours worked must be reported by the employee and recorded by the employee in the timekeeping system. Employees must be compensated for time actually worked beyond the employee's prescribed threshold number of hours in a week, including job-related activities (which benefit the City) performed during an employee's "off-the-clock" time, such as: taking work home, working through lunch, working before or after regular shifts, taking care of work-related equipment, job-related "volunteer" work, or making/receiving job-related telephone calls, text messages, emails, or other forms of communication at home, on mobile devises, or by other means, etc. Working overtime, including in the above-listed situations, without prior supervisor authorization; failing to work scheduled overtime; or failing to report overtime hours may result in disciplinary action, up to and including termination.

Nonexempt employees who are asked to engage in compensable job-related activities, from outside of their usual workplace via electronic means, i.e., answering email, text messaging, conducting phone communications, etc., outside of their normal working hours, will be paid for the actual time spent, or at least a minimum of 15 minutes of work. Nonexempt employees who are asked to physically report to work outside of their normal working hours will be paid for a minimum of two hours of work unless the overtime is contiguous with the employee's normal workday hours. Any employee who is called into work less than two hours before the start of their normal workday or requested to stay after work will be paid for those overtime hours of actual work only, with no minimum.

Listed below are two examples, using the employee's normal workday beginning at 8:00 a.m.:

Example One: Employee is asked to report to work at 7:00 a.m. Employees will be paid for one hour of overtime work (7:00 a.m. to 8:00 a.m. = 1-hour overtime.)

Example Two: Employee is asked to report to work at 5:00 a.m. Employees work until 6:00 a.m. Employees will be paid for two hours of overtime work (5:00 a.m. to 6:00 a.m. = two hours of overtime work per policy because the call-in occurred more than two hours before the normal working hours.)

Non-exempt employees receive various wage supplements in addition to their base wages. Under the FLSA, any money received by an employee "for work" is part of the employee's regular rate of pay. Wage supplements are considered compensation for work and are factored into the regular rate and overtime calculated accordingly.

Union (PD) – overtime rate is calculated on base salary + shift, longevity, and education pay.
Union (Fire) and Non-Union – overtime rate is calculated on base salary + education and longevity pay.

These calculations are adjusted as applicable July 1st each year per the rules and regulations outlined by the Fair Labor Standards Act (FLSA).

1.18 COMPENSATORY TIME

Full-time, non-exempt employees may accumulate and use compensatory time. The maximum compensatory hours to be saved at any time will be sixty-four (64) hours (42.67 hours worked). Employees may accumulate hours, use hours as time off, and accumulate more compensatory time if the balance of hours accumulated remains at or below sixty-four (64) hours. Any overtime hours will be paid as time and one-half if sixty-four (64) hours are already saved. Any compensatory hours must be used as time off, unless the employee is terminated, retires, or quits. In that case, the hours of

compensatory time will be paid at the current rate of pay. At the employee's anniversary date, a maximum of sixty-four (64) hours of combined compensatory time and vacation time may be rolled over.

At the Fire Lieutenant's anniversary date, a maximum of eighty (80) hours of combined compensatory and vacation time may be rolled over. At the Police Sergeant's anniversary date, sixty-four (64) hours of compensatory time may be rolled over.

1.19 CALL-IN PAY FOR BOOKING PERSONNEL

Full-time City employees who also serve as booking personnel will be paid at their regular overtime salary rate. A minimum of two hours will be paid for each call outside of normal work hours. The two-hour minimum will not apply for booking personnel assignments that extend beyond the normal workday or for scheduled training. In those instances, the overtime rate will apply for actual time spent beyond normal work hours and the actual training time.

1.20 ATTENDANCE AT MEETINGS

Any City employee other than the City Manager, Assistant City Manager, department directors, or other salaried employees whose presence is required at a meeting of the City Council or any board, commission, or committee of the City which occurs outside of regular working hours, shall be reimbursed a minimum of two hours of work, for time spent at such meeting/s at a rate equal to one and one-half of their regular hourly rate.

LEAVE BENEFITS

2.1 HOLIDAYS

All full-time employees shall be entitled to the following holidays with pay:

New Year's Day	**Thanksgiving Day**
Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**
Labor Day	**Four Floating Holidays ***

*The four floating holidays, equaling 32 hours, will be applied to the employee's accrued time on July 1st of each fiscal year. New hires will receive 2.67 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire. Floating holidays may be taken in four (4)-hour increments at a mutually agreed-upon time, with sufficient notice provided to the Department Director. If an employee's remaining balance is less than four (4) hours, the employee may use the remaining balance. Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.

During snow and ice season, November 1 to March 31, staff who are required to be on-call during a national holiday will receive a $1.00 per hour on-call pay for the actual day of the holiday only, which is not necessarily the same day as when the City is taking the holiday.

All staff required to work on a City holiday occurring during the work week shall receive double-time pay and an equivalent amount of time off. Example: an employee works 8 hours on a holiday.

Employees will receive 8 hours double-time pay and 8 hours off. An employee will only be paid double-time pay for those hours worked on the holiday. Example: Employee works 5 hours on a holiday. Employees will receive 5 hours double-time pay, 3 hours holiday pay, and 5 hours off. If an employee works over 8 hours on a City holiday, the employee will receive triple-time pay for time worked over 8 hours but will not receive any additional time off. Holiday time off must be used by the end of the fiscal year of June 30.

As a condition for receiving double-time for the holidays, the employee must not have used any sick leave on either the scheduled day of work preceding or following the holiday. Double-time pay must be granted if a doctor's excuse is presented, should one of those days be missed due to illness. If a doctor's excuse is not provided, the overtime will be paid at a rate of time and a half. Pre-approved vacation used the preceding or following day of the holiday worked will not negate the additional pay for working the holiday.

Any employee shall forfeit the right to payment for any holiday if they have an unexcused absence on the working day immediately preceding or following such holiday.

When a holiday enumerated in this section falls on Sunday, the following Monday shall be observed. When a holiday enumerated falls on Saturday, the preceding Friday shall be observed.

If a holiday falls on an employee's regularly scheduled time off, they shall be entitled to a day off in compensation.

Clarification of the above for employees receiving Saturday and Sunday as their normal day off and the holiday falls on a Saturday or Sunday:

An employee who has a regular scheduled day off on Saturday or Sunday shall receive a City holiday of either Friday or Monday as set by the City Manager. This shall become their paid holiday.

A. If an employee is called out to work on the National holiday – employee will be paid double time only since their city holiday is either Friday or Monday. Their city holiday was not interrupted so they received their holiday off.

B. If an employee is called out on a city-designated holiday, the City will pay 1.5 times the normal wage rate, plus receive time off equal to the amount of time they were called in for the interruption of their city holiday.

Fire Personnel

The following holidays are recognized for Twenty-Four (24) Hour Fire Personnel:

New Year's Day	**Thanksgiving Day**
Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**
Labor Day	

The day the national holiday falls shall be observed as a holiday. As an example, the New Year's Day holiday will be the 24-hour shift starting at shift change in January. Lieutenants will be expected to

work all recognized holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. If a fire lieutenant works on a national holiday, they may elect to be paid 24 hours or bank 24 hours of holiday time in addition to regular pay for all recognized holiday hours worked. Additionally, they receive twelve (12) hours of Holiday Time for recognized national holidays that are not worked.

Floating Holidays for Fire Personnel
Two floating holidays (48-hours of floating holiday time) will be applied to Fire Lieutenants accrued time on July 1 of each year. Floating holidays may be taken at a mutually agreed upon time with sufficient notice to the department director. Floating holidays must be used on or before June 30th of each year.

Floating Holidays for Police Personnel
Police Sergeants will be allowed to rollover forty (40) hours of holiday time into the next fiscal year. The carried-over holiday time must be used within 60 days of July 1st.

2.2 VACATION LEAVE
Vacation leave is a means whereby an employee may accumulate leave time on an earned, annual basis. All full-time employees will receive vacation leave as follows:

Years of Consecutive Service Days of Annual Leave Accrual

*Years of Consecutive Service Days**	*Days of Annual Leave Accrual*	*Hours of Annual Leave Accrual*
90 days	*10*	*80*
1 year	*10*	*80*
3 years	*13*	*104*
5 years	*15*	*120*
10 years	*20*	*160*
16 years	*21*	*168*
17 years	*22*	*176*
18 years	*23*	*184*
19 years	*24*	*192*
20 years	*25*	*200*

*one day of leave = 8 hours

The following policies and procedures pertain to vacation benefits:

Effective July 1, 2026, after completion of ninety (90) days of consecutive employment, each new hire will receive eighty (80) hours of vacation, or 48 hours for Fire Lieutenants. Any employees hired prior to July 1, 2026, who have completed ninety (90) days of consecutive employment but have not yet completed six (6) months of employment as of the effective date, will receive this initial vacation allotment upon implementation of the policy.

Employees who have completed six (6) months of employment but are still within their first year as of July 1, 2026, will receive an additional forty (40) hours of vacation leave, for a total of eighty (80) hours during their first year of employment. If vacation hours are not used prior to anniversary end, only the

amount indicate for carryover in this policy will be allowed to transfer.

If an employee resigns or is terminated for any reason before the employee's one-year anniversary there is no payout of unused vacation.

Departments will schedule vacation leave regarding the department's operating requirements and responsibilities, and as possible, at the request of the employees. Vacation should be requested as early as possible prior to the time vacation is desired. In the event a municipal holiday occurs during an employee's scheduled vacation, such holiday shall not be charged as vacation leave.

Time lost due to occupational accident or disease will be considered as time worked.

Vacation money may not be paid to employees who work in lieu of their vacation unless recommended by the City Manager and approved by the City Council.

If an employee becomes ill while on vacation, the employee may, upon advising and receiving permission from their supervisor, change the time ill to sick leave instead of vacation.

Any full-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for vacation leave earned and unused to the date of their termination.

Employees not covered by a collective bargaining agreement may be allowed to carry over a maximum of sixty-four (64) hours of vacation and compensatory time combined beyond their anniversary date. All other vacation leave time must be used on or prior to the pay period when the anniversary date falls, unless otherwise specified for Police Sergeants or Fire Lieutenants. All hours beyond the allowed carry-over will be forfeited. Vacation leave accruals will appear on an employee's pay stub for the pay period in which their anniversary occurs.

Prior Municipal Government Service
After five (5) years of satisfactory or above service to the City of Clive, department directors will be recognized for their prior municipal government service. The director will be given 50% credit of previous public service plus the years of service in their current position for the combined years of service to be used for the vacation leave. For example, Sue Smith Director of Leisure Services has completed her fifth year of service for the City of Clive plus she receives 50% credit for the 20 years worked for Anytown, USA. Her new vacation leave calculation in year six would be twenty days.

Vacation for Police Sergeants & Fire Lieutenants
Police Sergeants and Fire Lieutenants are non-union employees; however, their vacation accrual, usage, and carryover provisions are aligned with the respective Police and Fire collective bargaining agreement guidelines, as determined by the City.

At the Fire Lieutenant's anniversary date, 120 hours of combined compensatory and vacation time may be rolled over.

Fire Lieutenants will accumulate annual leave/vacation time per the following schedule:

Years of Consecutive Service	*Hours of Annual Leave Accrual*
6 months & probationary release	*48*
1-4	*120*
5-9	*168*
10-11	*192*
12	*216*
13-15	*240*
16	*240*
17	*240*
18	*240*
19	*264*
20	*288*

2.3 MERIT VACATION

Department directors and the Assistant City Manager will be granted three (3) administrative leave days annually, each July 1. They are for use by the department director, or they may offer all or a portion of it to staff members as an incentive. The department director or staff must use Merit Vacation leave on or by June 30 each year. It is payable at the time of separation from the City of Clive.

2.4 SICK LEAVE

Full-time employees shall earn sick leave at the rate of one day per month for a total of twelve working days per year. Each employee, upon hiring, shall receive six days of sick leave automatically. Fire Lieutenants shall earn sick leave at the rate of 12 hours per month (or 6 days per year) for a total of 144 hours per year. Upon hiring, Fire Lieutenants shall receive 72 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave. Benefit qualifying part-time employees, not including 12–24-hour shift employees, so long as the leave is during their regularly scheduled workday, shall be granted sick leave and shall accrue sick leave according to the guidelines detailed in section 3.18.

No payment of accrued and unused sick leave shall be made upon separation from City employment, except in the case of retirement of a full-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 360 hours of payback, shall be made to the retiring full-time employee.

Example 1: Full-time employee retires with 800 hours of accrued sick leave. 50% of 800 hours (400 hours) exceeds the eligible limit of 360 hours. This employee will receive payback on the first 360 hours of the accrued leave.

Example 2: Full-time employee retires with 500 hours of accrued sick leave. 50% of 500 hours (250 hours) is under the 360-hour threshold, so the employee will receive payback on 250 hours of accrued sick leave.

If an employee is eligible to receive disability benefits for non-work-related illness or injury under the City's long-term disability policy, sick leave shall not be paid to an employee while receiving such benefits.

For absences of three or more consecutive days, a doctor's signature may be required before the

employee may resume work. Additionally, the employee's supervisor must inform the Human Resources Manager when an employee is out on sick leave for three or more consecutive days to follow the Family and Medical Leave of Absence section of this handbook (Section 2.9).

Sick leave shall not be used as vacation.

At the discretion of a department director, any employee absent from work because of a claimed illness on a scheduled workday immediately before or immediately after normal days off, holidays or vacation days, may be required to supply a doctor's certification of illness for the absent workday/s before becoming eligible for sick leave pay for the absent workday/s.

Disabilities caused or contributed to by pregnancy and recovery therefrom shall be covered by accumulated sick leave.

In case of absence due to illness or emergency, the department director should be notified as soon as possible.

For purposes of computing hours worked, planned/approved leave will count as time worked.

If an employee's sickness or disability extends beyond the employee's accrued sick, vacation leave, and accrued compensatory time, the City Manager may grant an unpaid leave of absence. Such leave must conform to the leave of absence policy.

No employee shall be entitled to sick leave while absent from duty due to the following causes. Sickness or disability sustained while on a leave of absence without pay, unless it can be shown that the condition existed prior to the leave of absence.

Employees wishing to receive leave from other employees need to submit a "Request to Receive Transferred Sick Leave" form to receive transferred leave from their department and others. The request is recommended for approval or denial by the employee's department director and the City Manager. All personal time, including vacation, compensatory time, and holidays, and Major Life Event Leave (MLE), must be exhausted prior to requesting donated sick leave. Donated leave can only be used for personal illness and not for family illness. During the time an employee is using donated leave, the City's matching contribution to that employee's deferred compensation program will not continue while the employee is receiving donated leave.

Employees who wish to voluntarily donate sick leave may do so in four-hour increments using the "Request to Donate Sick Leave" form. Any individual employee may transfer up to a maximum of 24 hours of sick leave in a calendar year.

At the end of the absence, any remaining transferred leave will be transferred back to the employees who donated it on a prorated basis, rounding to the nearest ½ hour.

The maximum amount of transferred leave cannot exceed the number of days until the employee is eligible for long-term disability (LTD) benefits.

At the discretion of the City Manager, non-emergency employees (i.e., employees other than police

officers, firefighters/paramedics/EMT, and snow removal staff) may be excused from reporting to work due to inclement weather. When appropriate and feasible, temporary remote work arrangements may be approved at the discretion of the Department Director or City Manager. Full-time and part-time employees who elect to be absent from work due to inclement weather, even though the weather does not close the City's offices, must use available leave, including, vacation, compensatory time, or unpaid leave, for the number of hours they were scheduled to work, unless otherwise specified.

After an employee has accumulated more than 1,200 hours (1680 hours for Fire Lieutenants) of sick leave, the employee is allowed the option of trading the excess hours over 1,200 (1,680 for Fire Lieutenants) for time off at the rate of four hours sick leave for one hour of time off.
As a mutual protection for the employee and the City, the City Manager may require an employee to submit to a physical examination by a designated physician when, in the manager's opinion, the performance of the employee may have become limited or weakened by virtue of impaired health. This physical examination shall be at the expense of the City.

Other uses of sick leave may include any form of preventative medicine or treatment that requires the employee to take time off during normal working hours to see a doctor, for medical tests, dental, chiropractic, or any other similar professional medical attention. Such usage must be approved by the employee's supervisor prior to leaving the workstation. For non-union employees, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions.

Family Sick Leave
Employees are encouraged to care for their immediate family members when the necessity arises. The number of days of sick leave allowed for family illness or injury will be limited to three workdays per episode for full and benefit-qualifying part-time employees, so long as the leave is during their regular scheduled workday, except for Fire Lieutenants, where family sickness would be allowed for one entire 24-hour shift only. In the event of a dire emergency, the number of sick days used for family illness per episode may be increased with the permission of the City Manager.

Any employee who is proven to have fraudulently used their sick leave compensation from the city will be subject to disciplinary action up to and including dismissal.

2.5 MAJOR LIFE EVENT LEAVE
Purpose
This policy provides paid leave benefits to support and ease the burden on employees with major life events, such as serious illness, death, and other extreme occurrences. Major Life Event Leave is intended to provide an opportunity for the City of Clive full-time employees and Benefit Qualifying Part-Time employees to take paid leave for a demonstrated need to support immediate family members, provide care, or manage a Major Life Event. Full-Time employees, upon approval, would be eligible to take up to one hundred and sixty (160) hours or equivalent hours commensurate with the full-time position if scheduled above 40 hours per week (such as fire lieutenants). Full-Time Fire Personnel with schedules above 40 hours per week are eligible for two hundred and twelve (212) hours of Major Life Event Leave. Benefit Qualifying Part-Time Employees, upon approval, would be eligible to take up to eighty (80) hours of Major Life Event Leave.

Eligibility
Employees must either be full-time or benefit-qualifying part-time employees at the time of the

request for paid leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

Categories of Eligible Major Life Events

1. Spouse, Parent, or Child's Serious Health Condition

Employees who desire to use such leave to care for a spouse, parent, or child with a serious health condition must either submit a request for FMLA (separate documentation is not required), as provided in the City's FMLA policy, or if not yet eligible for FMLA, an employee may submit a request form to Human Resources within five (5) workdays of the onset of leave. The request must include a statement by the employee identifying the date supporting documentation was requested from the medical provider and, to the best of the employee's knowledge, the following:

- The nature of the illness/health condition
- The anticipated period of recovery
- The extent and nature of care required by the employee.

For the purposes of this Section, the definition of serious health condition is generally defined the same as FMLA regulations such as an illness, injury, impairment, or physical or mental condition which requires inpatient care or continuing medical treatment or supervision by a healthcare provider and that will require the prolonged or extended absence of the employee to provide care. Examples include, but are not limited to, conditions such as cancer, heart attacks, strokes, severe injuries, and Alzheimer's disease. Serious health conditions related to typical pregnancy, birth, and delivery, or postnatal care shall be covered under Section 2.12 Parental Leave and are not eligible for additional leave under this Section. Cosmetic procedures and short-term conditions for which treatment and recovery are very brief, such as the common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not considered serious health conditions under this policy.

2. Events Leading Up to and Following the Death of an Immediate Family Member

This subcategory of Major Life Event Leave is intended to provide time for employees who need to serve as a primary caregiving role to assist immediate family members, as defined in Section 2.6 of the Employee Handbook, in preparation for the final stage of life, hospice, palliative care, funeral preparations, or after-death responsibilities. Employees who desire to use such leave may submit a request to their Department Director for review. The Department Director shall make a recommendation to the City Manager for final approval of leave. The department director and employee shall identify an interim plan to be included with the department director's recommendation to the City Manager indicating how essential job functions will still be accomplished during these absences, e.g., remote work, flex time, duties shifted to specific staff, etc. The request must include, to the best of the employee's knowledge, the following:

- The nature of care being provided
- The anticipated period of care
- Frequency and length of absences, e.g., 1 day a week, afternoons, etc.

Major Life Event Leave taken under this section will run consecutively with bereavement leave, as provided in Section 2.6 of the Employee Handbook.

3. Other Extenuating Major Life Event Situations

The City recognizes that employees and their families may experience major life events that are rare and not covered by the two preceding categories or other city policies but significantly impact an employee's life and should be considered. Employees wishing to request such leave to address major life events not included in the above categories may submit a request form to Human Resources. The request must include a statement by the employee identifying the following:

- The nature of the major life event
- The anticipated period of leave needed relates to the major life event

The City Manager shall review requests for Major Life Event Leave under this category. The City Manager's decision on eligibility for major life events under this category shall be the final decision. Non-exhaustive examples of major life events this category is intended to address include, but are not limited to, the death of an ex-spouse when you need to support your children through the event; an illness of a close family friend who has no family; divorce; a victim of violent crime; recovery from fire or other natural disasters; or an employee's serious illness as defined in this policy with extenuating circumstances.

Leave and Benefit Amounts

Major Life Event Leave will be available following recommendation by the Department Director to the City Manager, and approval by the City Manager. The Major Life Event Leave shall be paid at 100% of the employee's regular pay rate. For the duration of Major Life Event Leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Major Life Event Leave.

Benefit Limitations

Major Life Event Leave benefits are limited to a maximum of one hundred and sixty hours (160) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week. Benefit-qualifying part-time employees up to eighty (80) hours of paid leave.

Such leave may be taken intermittently but shall be used in not less than four (4) hour increments. Employees shall be allowed to use such leave for multiple qualifying events during the benefit cycle up to the cumulative total hours of eligible Major Life Event Leave.

Major Life Event Leave availability shall be calculated as a rolling 12-month period measured forward from the date of any Major Life Event Leave usage. The remaining leave is the balance of the total eligible hours not used during the previous 12-month period for the Major Life Event Leave. Final determination of leave eligibility and hours granted under this policy shall be made by the City Manager.

Coordination with Other Policies

If the employee is eligible for Family and Medical Leave Act (FMLA) leave or becomes eligible during a major life event, the paid Major Life Event Leave taken under this policy will run concurrently with leave under FMLA. If an employee experiences a qualifying Major Life Event but has utilized a portion of or the entire eligible time off under the Family and Medical Leave Act during the 12-month rolling period, the employee shall remain eligible to utilize their total eligible hours of Major Life Event Leave.

Once Major Life Event Leave is exhausted, sick (if eligible), vacation, floating holiday, and

compensatory time will be used. If all paid leave has been utilized, the employee may go into an unpaid leave status.

Policy Administration
Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Major Life Event Leave shall not be rolled over to a future 12-month rolling period. Upon termination of employment with the City, the employee shall not be paid for any unused Major Life Event Leave for which they were eligible.

2.6 PARENTAL LEAVE
Purpose
As an employer, the City of Clive intends to support work-life balance and provide opportunities for an employee's family to thrive. Knowing that during events such as birth and adoption, an employee's focus needs to be with their family members, this policy provides paid leave benefits to support and ease the burden on employees. Parental Leave is intended to provide an opportunity for the City of Clive full-time employees to take up to a maximum of 320 hours for the birthing parent and 160 hours for the non-birthing or adopting parent(s) or equivalent hours commensurate with the full-time position if scheduled above 40 work hours per week (such as Fire Lieutenants). For benefit-qualifying part-time employees, up to a maximum of 232 hours (the number of hours in their regular schedule up to eight weeks of leave) for birthing parents and a maximum of 116 hours (the number of hours in their regular schedule up to four weeks) for the non-birthing parent or the adopting parent of paid leave to support family members, provide care, and bond with new family members.

Eligibility
Employees must either be full-time or benefit-qualifying part-time employees at the time of the request for paid leave. If both parents are employees of the City of Clive, they each will receive the full benefit they are eligible for under Parental Leave.

Employees in any of the following circumstances do not qualify for paid Parental Leave under this policy but may be eligible for other paid leaves, such as family sick leave, bereavement, or Major Life Event Leave: miscarriage, stillbirth, or death of a child; being named as a guardian, entering a foster parent arrangement; adopting a spouse's child; and employees who are on administrative, long-term disability or military leave.

Members covered under a collective bargaining agreement are eligible as negotiated in their respective contracts.

Leave and Benefit Amounts
Approved Parental Leave will be available once approved by the department director and Human Resources. The leave shall be paid at 100% of the employee's regular pay rate. For the duration of the leave, employees are eligible to receive the City of Clive paid benefits and accrue all forms of leave at their regular accrual rates as if they were in active pay status. The City will continue paying the employer's portion of health, dental, vision, and life insurance premiums during approved Parental Leave.

Benefit Limitations
Parental Leave benefits are limited to 320/160 hours full-time or equivalent hours commensurate with

the full-time position if scheduled above 40 work hours per week and 232/116 hours benefit-qualifying part-time in any rolling 12-month period. Full-Time Fire Personnel regularly scheduled greater than 40 hours per week, upon approval, may be eligible to take up to four hundred and twenty-four (424) hours (up to eight (8) weeks) for birthing parents and up to two hundred and twelve (212) hours (up to four (4) weeks) for non-birthing parents. Leave for non-birthing or adoptive parents may be taken intermittently; for example, a non-birthing parent may take two weeks at birth and another two weeks when the birthing parent returns to work. Leave for birthing parents generally must be taken as a continuous block of time. However, if a birthing parent desires a gradual return to work, upon request to Human Resources and depending on the employee's position, the City may approve the last two weeks of leave to be on a reduced schedule. This means an employee could return to work on a part-time basis for four weeks while still utilizing FMLA leave for the non-working hours. The benefit must be used within 12 months following the first use of this leave. Leave may not be used in less than 4-hour increments.

Coordination with Other Policies
Paid Parental Leave taken under this policy will run concurrently with unpaid leave under the Family and Medical Leave Act (FMLA).

Once this paid Parental Leave is exhausted, an employee who remains on FMLA leave must concurrently use paid sick, vacation, floating holiday, and compensatory time. If all paid leave has been utilized, the employee may go into an unpaid leave status, may be eligible for donated sick leave, or may be eligible for Major Life Event Leave.

Policy Administration
Administration of this policy shall be the responsibility of the Human Resources staff. Any unused Parental Leave will be forfeited at the end of the 12 months following the first use of the leave. Upon separation from employment with the City, employees will not be paid for any unused Parental Leave.

2.7 LACTATION ACCOMMODATION POLICY
The City will provide reasonable break time for an employee to express breast milk for the employee's nursing child for one year following the child's birth. An employee needing lactation accommodations should inform their supervisor or Department Director and discuss any relevant workload or scheduling issues. Each Department will work with employees to arrange for a room or location within proximity to the employee's work area, other than a bathroom, where the mother can express milk in privacy. Lactation breaks will typically be between 15 and 20 minutes in length and may be taken as frequently as necessary.

2.8 MILITARY LEAVE
The City shall comply with the statute granting leave of absence for military leave in accordance with the provisions of Section 29A.28, the Iowa Code, as the same may be amended from time to time. Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from the City for the period of such active state or federal service, without loss of status or efficiency rating. The city will pay the employee's regular earnings for the first thirty days of the calendar year.

2.9 BEREAVEMENT AND FUNERAL LEAVE
In case of death in the immediate family, as defined in this handbook, a full-time or benefit-qualifying

part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of up to five calendar days or forty hours.

The full-time or benefit-qualifying part-time employee, so long as it occurs during a regularly scheduled workday, may be granted a leave of absence with pay of one day, or eight hours, in case of the death of aunts, uncles, nieces, or nephews of the employee or spouse.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off may be taken in four-hour increments.

One-half day off with pay, at the department director's discretion, will be allowed to employees who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

Fire Lieutenants - In case of death in the immediate family, as defined in this handbook, Lieutenants may be granted a leave of absence with pay up to two shift days.

The Fire Lieutenants may be granted a leave of absence with pay of 8 hours in case of the death of aunts, uncles, nieces, or nephews. The department director may allow one additional day, depending upon the functions required of the employee.

At the supervisor's sole discretion, an employee is not required to use the time off allowed under this policy on consecutive days, but the time off must be taken in full-day increments.

Four-hours off with pay, at the Fire Chief's discretion, will be allowed to Fire Lieutenants who attend the funeral of a fellow City of Clive employee or former City of Clive employee.

2.10 JURY LEAVE

Any full-time employee and benefit-qualifying part-time employee who is selected for jury duty shall receive a paid leave of absence for the active time spent on such duty so long as it occurs during a regularly scheduled workday. Employees receiving Jury Leave must furnish a copy of the Jury Summons to HR and their supervisor to be placed in their personnel file.

City employees required to appear in court on behalf of the City or are required by the courts for purposes other than personal during regularly scheduled work hours shall receive their normal earnings and expenses from the City. Any compensation paid to an employee by the courts shall be turned over to the City, except for meal and travel expenses.

2.11 LEAVE OF ABSENCE

Regular full-time and benefit-qualifying part-time employees may request an unpaid leave of absence after successfully completing their probationary period. A regular full-time employee may desire a non-FMLA-related unpaid leave of absence for up to 90 days from employment, upon written request to the department director and subsequent approval of the City Manager, may be granted a leave of absence not to exceed 90 days in duration without pay or the accrual of any benefits. The employee requesting shall state the reasons why, in their opinion, the request should be granted, the date when they desire the leave to begin, and the probable date of return. The request shall be submitted no later than ten (10) days prior to the date of the anticipated absence whenever possible. The City Manager, upon the recommendation of the department director, may approve or reject such request based on

the operating requirements of the department, taking into consideration the division's work units, workload, availability of temporary substitute employees, the performance and attendance record of the individual, and the reason for the request.

Any unpaid leave of absence shall not exceed ninety (90) days in duration unless an extension is approved by the City Manager. Except for FMLA granted leave, benefits including vacation leave, sick leave, holidays or other forms of indirect compensation will not accrue and the employee may continue to be covered by group medical, dental, vision, and life insurance, but will be responsible for paying one hundred percent (100%) of the premium costs.

During an unpaid leave exceeding five (5) consecutive days, an employee:

- Does not earn vacation or sick leave.
- Does not collect sick leave benefits in the event they become ill.
- Does not contribute to retirement programs.
- Must reimburse the City for all group hospital and medical insurance premiums paid while on leave (except for FMLA granted leave), if coverage is desired to be continuous.
- Must reimburse the City for all coverage under group life and disability insurance, except FMLA granted leave, and for MFPRSI-covered employees, if coverage is desired to be continuous.

EMPLOYEE BENEFITS

3.1 HEALTH INSURANCE

Health insurance benefits for all employees are administered in compliance with the Affordable Care Act (ACA). Eligibility for non-union employees will be determined in accordance with applicable federal requirements. The City will contribute a monthly amount toward group health insurance for each eligible employee and their dependents. For detailed information on the plans offered, please review the employee benefits guides.

3.2 DENTAL/VISION INSURANCE

The City will provide dental and vision insurance for each regular full-time employee. In addition, the City will make payroll deduction available for employees who wish to take family coverage (with orthodontia). Eligibility is effective the first day of the month following the month of hire.

3.3 LIFE INSURANCE

The City will cover regular full-time employees with a term life insurance policy equal to one time the employee's salary plus $10,000, at no cost to the employee. Eligibility is effective the first day of the month following the month of hire. Per the Internal Revenue Service, when the total amount of a term life insurance policy exceeds $50,000, the City's imputed cost of coverage more than $50,000 must be included in the employee's annual income and is subject to Social Security and Medicare taxes. For more information, please review the employee benefits guides.

Exception

In the case of employees who have attained the age of seventy and remain in service to the City, due to actuarial differences beyond the control of the City, the City may not always be able to maintain their participation in the above-group benefit plans. To the extent that the City is unable to maintain participation in the group plans enumerated above for an employee past age 70, the City shall make

available funding for an employee benefit program which shall be at least equal in amount to that contributed by the City for similarly situated employees under age 70 who are participating in the above-group benefits plans. Due to actuarial differences beyond the control of the City and the unavailability of certain benefits to persons over age 70, individual plans may be offered to employees over age 70, which shall be subject to the approval of any affected employee and the City Council.

3.4 LONG-TERM DISABILITY

The City will provide a long-term disability policy for regular full-time employees other than sworn police officers who have coverage through Municipal Fire & Police Retirement System of Iowa. For detailed information on the plans offered, please see the Summary Plan Descriptions available from Human Resources.

A regular employee who suffers an off-the-job injury or illness will be required to use accrued benefits (including sick leave, vacation, compensatory, and holidays) until exhausted during the leave period. FMLA leave (if applicable) will run concurrently with paid leave. An employee on disability leave will be permitted to continue their coverage under the group health insurance and/or life insurance at their own expense. Employees on FMLA leave will be entitled to continue their coverage under the group health insurance provided in Section 3.1 of this handbook.

3.5 FLEXIBLE SPENDING ACCOUNT

Full-time employees may elect to participate in the City's IRS Section 125 Flexible Spending Account (FSA). For more information, please review the employee FSA benefits guide.

3.6 RETIREE HEALTH INSURANCE

For employees wishing to voluntarily retire who are a minimum of 55 years of age at the time of retirement; have at least 21 years of service with the City; and wish to remain on the City employee health insurance plan, the City will assist the employee with the cost of single coverage health insurance until the retiree is eligible to receive Medicare benefits, according to the following schedule based upon length of cumulative regular full-time service to the City:

Years of Service	*Percentage of Single Coverage by City*
Less than 21 years	*0%*
21 years	*10%*
22 years	*20%*
23 years	*30%*
24 years	*40%*
25 years	*50%*
26 years	*60%*
27 years	*70%*
28 years	*80%*
29 years	*90%*
30 or more years	*100%*

As of January 1, 2022, there will be no monthly proration of years of service for the percentage of the City's contribution.

At the time of retirement, the employee may elect to cover or continue coverage for dependents for health, dental and/or vision at the expense of the employee subject to the provision of this section. An employee's spouse is not eligible for coverage if they are eligible for Medicare.

Once an employee is a retiree, they will no longer be allowed to add dependents to any City of Clive insurance plans (health, dental, or vision) in place, nor will they be allowed to bring the dependent back on if previously dropped from coverage. The only status change available to a retiree is to drop from a family plan to a single plan due to 1) change of status; 2) dependent is eligible for Medicare; 3) death of dependent; 4) dependent is no longer a fulltime student; or 5) dependent has reached the age of 26. After the retiree reaches Medicare eligibility age, any dependent or spouse covered under the City employee health plan may continue their coverage under COBRA for up to three additional years (36 months), or until the dependent becomes Medicare eligible, whichever comes first. The retiree is responsible for all expenses related to the policy.

3.7 RETIREE LIFE INSURANCE

After the retiree reaches Medicare eligibility age, any dependent the retiree has covered under the City employee health plan may continue their coverage under the City's plan for three more years, or until the dependent reaches Medicare eligibility, whichever occurs first. The retiree is responsible for expenses related to the policy.

As of July 1, 2011, for those full-time employees retiring with at least ten years of service, the City will provide $10,000 in life insurance coverage until the employee reaches normal Social Security retirement age.

3.8 STATE RETIREMENT SYSTEMS

All employees shall participate in a retirement program governed by the policies and benefits as prescribed by the various retirement and pension programs. For employees covered under a collective bargaining agreement, eligibility and employer contributions are governed by the applicable agreement. Both the City and the employee shall contribute an amount prescribed by the policy or statute. The current retirement programs and participants are Iowa Public Employees' Retirement System (IPERS), Social Security (FICA) and Municipal Fire & Police Retirement System of Iowa (MFPRSI).

An authorized agent or officer of the pension plan shall be responsible for contacting the employee to explain the benefits, policies, and procedures of the program. For more information and details, please contact Human Resources.

Pursuant to the Iowa Public Employees Retirement System (Iowa Code Section 97B) and the Iowa Civil Rights Act (Iowa Code Chapter 216), those employees of the City who are members of the Iowa Public Employees Retirement System may remain in service beyond the date the member attains the age of sixty-five until attaining the age of seventy. However, after attaining the age of seventy, the member may remain in service to the City for periods as the City Council approves, and the member shall retire on the first day of the month following the last approved period.

All employees of the City who are not members of the Iowa Public Employees Retirement System and are covered by other retirement plans or provisions of the Iowa Code shall be required to retire in accordance with the retirement plan and statutes applicable to them.

3.9 DEFERRED COMPENSATION

The City of Clive offers a voluntary 457(b) deferred compensation plan to employees. All employees, including full-time and benefit-qualifying part-time employees, are eligible to participate in the deferred compensation plan, unless otherwise specified in the plan document. Participation is voluntary and allows employees to defer a portion of their compensation on a pre-tax or Roth basis, subject to Internal Revenue Service (IRS) limits.

The City will match up to a percent of annual base wage during the pay period, including the employee's following anniversary:

On Anniversary	*City Match Percentage*
1-4	*1*
5-9	*1.5*
10-14	*2*
15-19	*2.5*
20+	*3.5*

For department directors, the City will match up to a percent of annual base wage:

On Anniversary	*City Match Percentage*
1-4	*1*
5-9	*2*
10-14	*2.5*
15-19	*3*
20+	*3.5*

In accordance with applicable law, employees covered by collective bargaining agreements for Police (MFPRSI) who were hired on or after January 1, 2011, are not eligible to receive City contributions to the deferred compensation plan.

The City may contribute to eligible employees' deferred compensation plan as approved by the City Council or as outlined in applicable agreements. Employees may enroll, modify, or discontinue contributions in accordance with plan provisions and administrative procedures. The City will not make any contributions for employees who do not contribute themselves.

3.10 ATTENDANCE AT CONFERENCES, SEMINARS, AND TECHNICAL MEETINGS

A. Attendance and Approval

Attendance at professional conferences, seminars, training programs, and technical meetings shall be considered part of an employee's normal duties when approved by the appropriate Department Director or the City Manager. Time spent attending approved events, including authorized travel time, shall be compensated in accordance with applicable City policies and wage and hour laws.

Department Directors and the Assistant City Manager may attend out-of-region conferences and training seminars with the approval of the City Manager. Out-of-region is defined as locations outside the State of Iowa and its bordering states. All other employees may attend out-of-region conferences and training seminars upon recommendation of their Department Director and approval by the City Manager. In-state conferences and training seminars may be approved by the appropriate Department Director.

B. Meal Reimbursement

The City may reimburse officials and employees for actual meal expenses incurred while conducting approved City business under the following circumstances:

1. While attending a conference, meeting, training session, or seminar located outside the Metro Area.
2. While traveling to, from, or during an approved conference, meeting, training session, or seminar requiring one or more overnight stays.
3. While attending a business meeting conducted during a meal for the convenience of the employer, where the primary purpose of the gathering is the active conduct of City business.

For purposes of this policy, the Metro Area is defined as any location within a thirty (30) mile radius of the intersection of Hickman Road and Interstate 35/80, including any municipality partially within that radius.

Meal expenses incurred within the Metro Area are generally not eligible for reimbursement unless associated with a qualifying business meal meeting as described above.

Employees seeking reimbursement must submit original, itemized receipts showing:

- Date and location of purchase;
- Amount paid;
- Items purchased;
- Vendor name; and
- Business purpose of the expense.

Tips may be reimbursed up to twenty percent (20%) of the meal cost when appropriate. Credit card or debit card transaction slips alone are not sufficient documentation and must be accompanied by the itemized receipt.

The City will not reimburse alcoholic beverages or snack purchases.

City-issued credit cards or purchasing cards may be used for meal expenses authorized under this policy.

C. Transportation and Vehicle Reimbursement

The City may reimburse employees for reasonable and necessary transportation expenses incurred while attending approved conferences, seminars, training programs, or meetings.

Eligible transportation expenses may include:

- Mileage for use of a personal vehicle at the current IRS-approved rate;
- Commercial airfare;
- Parking fees, including airport parking;
- Taxi, shuttle, and rideshare services;
- Rental vehicles when approved and necessary for City business.

Employees are expected to utilize the most economical and practical method of transportation considering cost, efficiency, and operational needs.

When personal vehicles are used, mileage reimbursement may be limited to the equivalent cost of a more economical transportation option if determined appropriate by management.

Employees utilizing air travel are expected to select reasonably priced airfare and standard accommodations. Any upgrades or expenses incurred for personal convenience are the responsibility of the employee.

All transportation reimbursement requests must include original itemized receipts or mileage documentation identifying travel dates, destination, and business purpose.

City-issued credit cards or purchasing cards may be used for approved transportation expenses; however, all supporting documentation and receipts must still be submitted.

D. Review and Compliance
All reimbursement requests are subject to review and approval by the Department Director, City Manager, or their designee and may be reviewed by City auditors and/or Internal Revenue Service auditors for compliance with City policies and applicable regulations.

Departments may adopt procedures that are more restrictive than this policy but may not adopt procedures that are less restrictive unless required by state or federal law.

3.11 EDUCATIONAL INCENTIVE PAY
Each full-time employee, upon completion of their probationary period, excluding management personnel or personnel in positions requiring an Associate of Arts, Bachelor's, or Master's Degree as an entry-level qualification, is eligible to receive educational incentive pay in recognition of their enhanced value to the City.

Employees who elect to receive educational incentive pay under this policy are not eligible for financial assistance for academic training as outlined in Section 3.10.

New applications, including an uncertified transcript are due to Payroll by November 1 of each year.

Such pay shall be conditioned upon the following:

A. The degree relates directly to the employee's current job duties or to a job within the City to which the employee could reasonably be promoted. An employee planning to obtain a degree they consider eligible under this program should obtain prior confirmation from their department director.

B. The degree obtained is either an associate degree, bachelor's degree, or master's degree from an accredited four-year or two-year college.

C. The coursework was completed on the employee's own time unless otherwise approved.

D. The employee obtained at least a 2.0 final grade point average on a 4.0 scale for an associate degree or bachelor's degree. Or the employee obtained at least a 3.0 final grade point average on a 4.0 scale for a master's degree. Proof of completion of the degree shall be in the form of a certified transcript from the college attended.

E. The employee's department director and the City Manager shall determine eligibility under this incentive pay program.

Educational incentive pay, which shall be effective upon approval by the City Manager, shall be in addition to base pay received by the employee, and shall be included in the regular hourly rate for the purposes of computing overtime pay. Such pay shall be paid out in the first payroll of December of each year as a lump sum. Per the Internal Revenue Service, the employee receiving this benefit may be taxed on the dollar value of the incentive received.

The award of educational incentive pay shall be as follows:

COLLEGE DEGREE	SEMESTER HOURS COMPLETED	QUARTER HOURS COMPLETED	ANNUAL PAY
Associate of Arts or Science (AA/AS)	64	96	$550
Bachelor of Arts or Science (BA/BS)	124	186	$900
Master's Degree	n/a	n/a	$1000

Example 1: if an employee is receiving the associate degree incentive benefit level and decides to obtain a bachelor's degree instead, the employee must choose between either receiving credit hour assistance or the bachelor's degree incentive pay.

Example 2: if the employee elects to receive credit hour assistance, the employee will be frozen at the associate degree incentive pay level. If, on the other hand, the employee chooses not to receive credit hour assistance, the employee is eligible for the bachelor's degree incentive pay upon earning the degree.

3.12 ADVANCED EDUCATION FINANCIAL ASSISTANCE

Financial assistance for academic training sets forth the conditions and procedures whereby regular full-time employees who have enhanced their value to the City through academic instruction may receive reimbursement from the City for a portion of their educational expense. This policy does not apply to conferences and technical short courses that provide specific job training. Technical conferences and short courses, when authorized, will be paid for from accounts for training expenses. If the technical conference or short course is held within the State of Iowa, the department director may authorize attendance. If the technical conference or short course is held outside the State of Iowa, the City Manager must authorize attendance. Additionally, this policy does not apply to post-graduate coursework.

If an employee chooses to receive financial assistance from the City for academic training under the Advanced Education Financial Assistance policy, the employee is not eligible for Educational Incentive Pay. For detailed information and appropriate forms follow the link to Clive365, Education Tuition Reimbursement Request.

3.13 FOREIGN LANGUAGE CASH INCENTIVE

Regular full-time and benefit-qualifying part-time employees meeting the basic standards for fluency in languages other than English, who have been approved by their department director and/or City Manager by November 1 of each year, and who are willing to use their ability to interpret on an as-needed basis at their customary hourly rate, will receive an annual $250 cash incentive for each language they are fluent in, so long as a request form is completed for each one. Such pay, reflecting the current calendar year, shall be paid out the first payroll in December of each year as a lump sum.

3.14 CELL PHONE REIMBURSEMENT

The City will provide a monthly cell phone reimbursement to those employees who are required to be available outside of office hours, recommended by their department director and approved by the City Manager. The full policy is available in the Financial Policy Handbook found in the employee intranet.

3.15 REIMBURSEMENT OF COMMERCIAL DRIVER'S LICENSE (CDL) FEES

Full-time employees will be reimbursed for CDL fees paid over and above the cost of a non-commercial operator's license if they are required to have the CDL endorsement as a condition of their job description.

3.16 PART-TIME EMPLOYEE BENEFITS

All part-time employees are a valued part of the Clive team and are recognized for their important role in providing quality service to Clive residents, businesses, and visitors. Part-time employees may be eligible for certain benefits depending on their classification and hours worked.

Benefit-qualifying part-time employees are those who are regularly scheduled to work a minimum number of hours as determined by the city and applicable law. Eligibility for benefits will be based on established thresholds and may be reviewed periodically.

Benefit-qualifying part-time employees may be eligible for prorated or limited benefits, including vacation leave, sick leave, floating holidays, bereavement leave, jury duty leave, and participation in deferred compensation.

Eligibility for specific benefits, including health insurance, will be administered in accordance with City policy and applicable federal requirements, including the Affordable Care Act (ACA), where applicable.

A. ALL PART-TIME EMPLOYEES

1. **SERVICE CREDIT**

   All years of service, calculated from the employee's original hire date or the start date of a full-time or part-time position (whichever is earlier), will count toward the City's incremental (5, 10, 15, 20, 25, 30) Service Awards. Awards will be distributed during the anniversary month of the employee.

   5 years = $30, 10 years = $50, 15 years = $75, 20 years = $100, 25 years = $150, 30 years = $200.

2. **RETENTION INCENTIVE PROGRAM**

A token of appreciation for the committed employee, recognizing the importance of continuing

service to the community. The employee will be given the awarded amount as an hourly rate increase of::

Years of Consecutive Service	Awarded Amount	*Hourly Rate Increase Conversion*
After 5 years	$250	
After 5-910 years	$500	*$0.0480*
10-14 years	$750	*$0.0721*
15-19 years	$1,000	*$0.0962*
20-24 years	$1,500	*$0.1442*
25-29years	$2,000	*$0.1923*
30-35 years	$2,500	*$0.2404*

Employees who reach five (5) years of service will receive a one-time lump-sum payment during the pay period that includes their service anniversary date.

Employees who reach a service milestone and are still employed by the City of Clive will receive the applicable hourly pay increase during the pay period that includes their service anniversary date.

Starting one day after the five (5) years of service, the lump-sum service award previously paid for service milestones will be eliminated. Instead, the value of the former lump-sum award will be incorporated into the employee's hourly rate of pay, starting at the five-year service milestone and continuing through subsequent eligible service anniversaries.

The value of these incentives is taxable and will be included as income in accordance with IRS requirements.

3. IPERS RETIREMENT

All eligible hours worked will count toward eligibility and participation in IPERS (Iowa Public Employees' Retirement System).

4. UNPAID LEAVE

An employee may be granted unpaid leave with approval from the Department Director.

Periods of unpaid leave will remain included in the calculation period when determining an employee's average hours worked per week for purposes of eligibility under this policy. As a result, unpaid leave may reduce an employee's average hours worked and may affect eligibility for benefits.

Employees must exhaust all available paid leave before utilizing unpaid leave authorized by the Department Director.

5. OVERTIME

Should part-time employees work more than 40 hours in a one-week period (Sunday through Saturday), they will be paid overtime at a rate of one and a half times their regular rate.

B. BENEFIT-QUALIFYING EMPLOYEES AVERAGING 20 HOURS OR MORE PER WEEK, NOT INCLUDING 12-24 HOUR SHIFT EMPLOYEES

Regular part-time employees averaging 20 hours per week over one (1) consecutive year shall be considered benefit-qualifying part-time employees and will be granted floating holidays, vacations, sick leave, deferred compensation, and jury duty leave.

1. VACATION LEAVE:

Years of Consecutive Service	Hours of Annual Vacation Leave Accrual
1 Year	40
5 Years	60
10 Years	80
16 Years	84
17 Years	88
18 Years	92
19 Years	96
20 Years	100

- After qualifying for benefits, benefit-qualifying part-time employees will receive prorated vacation leave based on hours worked, consistent with the vacation accrual schedule. Benefit-qualifying part-time employees are allowed to carry over a maximum of 20 hours of vacation beyond their anniversary date.
- Any benefit-qualifying part-time employee resigning or terminating employment with the City shall be compensated for vacation leave earned and unused to their termination date.

2. SICK LEAVE:

Months of Consecutive Service	Hours of Annual Sick Leave Accrual
Hire date	24
Subsequent months	4

- Each benefit-qualifying part-time employee, upon qualifying, shall receive 24 hours of sick leave automatically. There shall be no maximum on the number of accrued hours of sick leave.
- All benefit-qualifying part-time employees shall earn sick leave at the rate of four (4) hours per month for a total of 48 hours per year.
- No accrued and unused sick leave payment shall be made upon separation from City employment except in the case of retirement of a benefit-qualifying part-time employee. In such cases, payback of 50% of such accrued sick leave, not exceeding 180 hours of payback, shall be made to the retiring part-time employee.
- The number of sick leave hours allowed for family sickness will be limited to eight (8) hours per episode for benefit-qualifying part-time employees.

3. CITY HOLIDAYS:

Benefit-qualifying part-time employees shall be paid 4 hours of holiday pay for designated City holidays if it fall on their regularly scheduled workday. City Holidays are as follows:

New Year's Day	**Thanksgiving Day**
Presidents' Day	**Day after Thanksgiving**
Memorial Day	**Christmas Eve Day**
Independence Day	**Christmas Day**
Labor Day	

When the above-mentioned holiday falls on Sunday, the following Monday shall be observed. When the above-mentioned holiday falls on Saturday, the preceding Friday shall be observed.

4. FLOATING HOLIDAY

Each benefit-qualifying part-time employee shall receive sixteen (16) hours of the floating holiday to be applied to the accrued time on July 1st of each fiscal year.

- Current hires will receive 1.33 hours of floating holiday time for each month worked during the fiscal year. This time will be calculated and banked from the date of hire.
- Floating holidays may be taken at a mutually agreed-upon time with sufficient notice to the department director.
- Floating holidays must be used on or before June 30th of each fiscal year. Floating holidays will not be paid out or carried over.
- Any part-time employee resigning or terminating employment with the City, after one year of consecutive employment, shall be compensated for Floating Holiday leave earned and unused to their termination date.

5. DEFERRED COMPENSATION

Benefit-qualifying part-time employees who work an average of 20 or more hours per week and have been employed by the City for longer than one year are eligible to voluntarily participate in the 457(b) Plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of a benefit-qualifying part-time employee.

6. JURY DUTY

Paid Jury Duty leave will be granted if it occurs on a normally scheduled shift. Refer to section 2.7 Jury Leave in the City of Clive Employee Handbook.

7. TRANSITION TO FULL-TIME EMPLOYMENT

Benefit-qualifying part-time employees shall be able to use two years of City part-time employment to equal one year of full-time service for vacation accrual, deferred compensation contribution determination, and the retirement health insurance benefit.

C. PART-TIME 12-24 HOUR SHIFT WORKERS

1. **HEALTH INSURANCE PARTICIPATION:** Part-Time firefighter/paramedic/EMT employees will be eligible to participate in the City of Clive health plan if averaging 30 hours or more per week from April 1-March 31 (Clive's ACA Lookback Period). Coverage will be effective July 1 if the employee enrolls and pays the employee's share of the health insurance premium. Eligible employees will be invited to the annual health insurance informational meetings held each spring.

2. **DEFERRED COMPENSATION:** Part-time employees who work an average of 20 or more hours per week (and have worked for the city longer than one year) are allowed to voluntarily participate in the 457(b) Plan. If the elected contribution exceeds the employee's net pay, the contribution will not be deducted. If contributions repeatedly exceed net pay, the employee may be removed from the program until eligibility requirements can be met. The City of Clive will not contribute financially to the plans of part-time employees.

3. **RETENTION INCENTIVE PROGRAM:** A token of appreciation for the committed employee, recognizing the importance of continuing service to the community. The employee will be given the awarded amount as an hourly rate increase of:

Years of Consecutive Service	Awarded Amount	*Hourly Rate Increase Conversion*
5 years	$250	
5-9 years	$500	*$0.0480*
10-14 years	$750	*$0.0721*
15-19 years	$1,000	*$0.0962*
20-24 years	$1,500	*$0.1442*
25-29years	$2,000	*$0.1923*
30-35 years	$2,500	*$0.2404*

Employees who reach five (5) years of service will receive a one-time lump-sum payment during the pay period that includes their service anniversary date.

Employees who reach a service milestone and are still employed by the City of Clive will receive the applicable hourly pay increase during the pay period that includes their service anniversary date.

Starting one day after the five (5) years of service, the lump-sum service award previously paid at service milestones will be eliminated. Instead, the value of the former lump-sum award will be incorporated into the employee's hourly rate of pay, starting at the five-year service milestone and continuing through subsequent eligible service anniversaries.

The value of these incentives is taxable and will be included as income in accordance with IRS requirements.

D. SEASONAL/INTERN:

Seasonal employees, including interns, shall receive no paid leave and no benefits beyond IPERS eligibility.

3.17 YEARS OF SERVICE AWARD

The City of Clive recognizes the commitment their employees make to the Clive community and the efforts they put forth daily to provide excellent service to the community. The Clive City Council recognizes the pride employees take in their work and annually rewards committed employees. Employees are recognized every fifth anniversary for their years of service in our organization. As a reward for their years of service, recognized employees will receive credit toward purchases at the online Clive Store.

5 years = $30, 10 years = $50, 15 years = $75, 20 years = $100, 25 years = $150, 30 years = $200

3.18 MERIT AWARD

Throughout the year, challenges may be put forth to employees to perform above and beyond their normal duties. Or there may be competition among a group of employees, as proposed by the City Manager. The public, a supervisor, or a co-worker may nominate an employee for recognition of their service. As a reward for above average performance, a competition, or recognition, employees will receive additional paid time off as awarded by the City Manager on a quarterly basis.

3.19 WELLNESS

The wellness program demonstrates the City's concern for the wellbeing of its employees and their families and is designed to improve employee morale leading to increased productivity. A wellness program offers the potential for reduced sick leave and loss of time through absenteeism. The city encourages the use of local wellness resources when possible. For non-union employees, not subject to a collective bargaining agreement, sick leave will be allowed for scheduled appointments to attend wellness coaching sessions. Eligibility for wellness programs and related benefits is limited to active employees. All wellness related benefits, incentives, and discounts end when employment ends, including retirement.

Examples of eligible programs include, but are not limited to, the following:

- Flu Vaccines (available to all staff)
- Position-Required Physicals (all firefighters)
- Exercise Rooms at the Public Safety Center and Clive City Hall/Library (Waiver Form for All Staff.)
- Participation in the City Council approved Employee Wellness Program.
- Hepatitis B Vaccinations – for more information and forms refer to Hepatitis B in section 6.15.

Aquatic Center Passes and Recreation Programs

In an effort to promote work/life balance for employees effective December 1, 2023, employees will be able to purchase aquatic center passes and Clive recreation programs for 50% of the resident rate.

3.20 EMPLOYEE ASSISTANCE

Recognizing that employees' personal problems can damage or interfere with job performance, the City provides an Employee Assistance Program (EAP) to give confidential therapy and counseling to all employees and their families for marital, familial, emotional, psychological, and financial problems, as well as for overcoming drug and alcohol dependency.

Employees may call the EAP therapist themselves to arrange counseling, or they may be referred to the therapist by a supervisor. All counseling is strictly confidential, and, in the case of a supervisor referral, the supervisor will only be notified that contact has occurred between the employee and the counselor.

Using the EAP services does not protect an employee from enforcement of this policy or in any way prevent testing or prevent the City from enforcing appropriate consequences for employees who violate this policy.

EMPLOYEE POLICIES AND PROCEDURES

4.1 RECRUITMENT & HIRING PROCESS

The City's recruitment and hiring policy is to recruit and employ qualified applicants fairly and equitably. Application procedures for open positions will follow all applicable federal and state laws, including Iowa Veterans' Preference statutes (Iowa Code Chapter 25 C), and will adhere to the following process:

A. Any external/public open position announcement will be available to all employees by posting the notice on the city's website and other internet sources for at least ten days.
B. Internal Job Postings will be shared with all employees via an internal link sent to their email and will be open for a minimum of ten days.

C. Any member of the current staff who possesses at least the minimum qualifications required for the vacant position and has given satisfactory service to the City may apply for the vacant position.

D. Existing employees wishing to apply for the vacancy must submit an application as indicated on the position posting.

E. Each employee applicant will be reviewed in accordance with the selection procedures applying to external applicants, ensuring consistent and nondiscriminatory evaluation.

F. Recruitment activities will be used that are designed to reach and attract a broad and diverse pool of qualified candidates.

G. Preference will be given to existing employee candidates when their qualifications are equal to or greater than those of outside applicants. Employees interviewing for a role within their current department during regular work hours will be paid for the time spent in the interview. Prior notice must be given to the employee's supervisor. Only time during scheduled work hours is compensable.

H. At the City Manager's discretion, a current employee may be promoted to an open position without advertising or posting the vacancy, in accordance with applicable law.

I. In the event of extenuating circumstances, where the standard recruitment process would pose a hardship, the City Manager may proceed with the recruitment of a qualified candidate for a position without advertisement of the opening.

J. In accordance with the Code of Iowa, proper documentation must be submitted during the application process to claim veterans' preference.

Advertisements for positions may be published in local publications, websites, or media as deemed appropriate by the City Manager or City Council.

Individuals who are referred or have been recommended as potential candidates for employment will be given the same fair and objective consideration as all other applicants, - no more, no less – in accordance with the City's recruitment and selection procedures.

4.2 SELECTION

The appropriate department director/Human Resources and the City Manager shall determine who is the best qualified applicant from those interviewed for a position based upon a written rating of experience and education, job-related performance test, if applicable, oral interviews, background check, or any combination thereof, which is appropriate for the position being filled. These measurement criteria shall relate to those matters that will fairly test the capacity and fitness of the applicant to perform the duties of the position. Selection for employment shall be based solely on experience, competency, training, and other qualifications as outlined in the job description and will conform to the City's equal employment opportunity policy.

4.3 VETERANS' PREFERENCE

The City will comply with the applicable provisions of the Code of Iowa concerning veterans' preference.

4.4 EXAMINATION AND BACKGROUND CHECKS

At the City's expense, all new prospective regular full-time, regular part-time, and paid-on-call employees must satisfactorily pass a medical examination and drug screen before hiring is finalized. Prospective employees may also be required to satisfactorily pass a functional capacity test. Physical examinations and functional capacity testing will be conducted post-conditional offer of employment and will be conducted by a physician designated by the City of Clive, unless otherwise approved by the City Manager. Results of the examination, as well as other pertinent information, shall be documented and provided to the City.

Additionally, for all new employees, the city will, at its expense, conduct a criminal background check; verify educational credentials for positions requiring education beyond a GED/HiSET; and complete a driving record check. The City will also collect proof of insurance for employees who operate a personal vehicle for City business or City vehicle and a copy of the employee's driver's license. The City will conduct annual driving record checks at its expense and require updated proof of insurance annually. A copy of an updated driver's license is required to be provided to Human Resources upon expiration or license update. For employment purposes and with written consent, the City of Clive may obtain various consumer reports about prospective employees from one or more consumer reporting agencies. A consumer report, including a credit history report (for bondable positions), may also include information regarding the prospective employee's character, general reputation, personal characteristics, and mode of living, and it may be used in determining eligibility for employment.

After a conditional offer of employment has been made, the city may investigate worker's

compensation claims through Iowa Workforce Development. The City may only use the information gathered through a worker's compensation investigation when an injury might interfere with one's ability to perform required duties or would pose a significant risk of substantial harm that cannot be reduced or eliminated with a reasonable accommodation. Under the federal Americans with Disabilities Act, the city cannot and will not use medical information or the fact an applicant filed a workers' compensation claim to discriminate against applicants.

4.5 ORAL AND WRITTEN EXAMINATIONS

As a tool in evaluating an applicant, certain oral and/or written examinations may be required. The subject matter for these tests will ensure the degree to which candidates have identifiable characteristics that have been determined to be important for successful performance of the job applied for.

4.6 PROBATIONARY PERIOD

The probationary period shall be regarded as an integral part of the evaluation process and shall be utilized for observing the employee's work and for securing the most effective adjustment of the employee to their position. During the probationary period, the employee has an opportunity to demonstrate the proper attitude and abilities for the position in which they are employed.

All full-time and part-time employees shall be required to serve a probationary period of a minimum of six (6) consecutive months immediately upon appointment, demotion, promotion, or re-employment.

At least ten days prior to the expiration of an employee's probationary period but no later than the pay period in which the expiration date falls, the employee's supervisor completes the probation evaluations and the Director signs the "Probationary Release" form if the employees are to be placed in regular status. The City Manager will review the recommendation and determine whether to grant the individual regular status, extend the probationary period, or separate the employee.

City employees, except those employees governed by the civil service rules, are employed at will. The existence of a probationary period does not alter the at-will employment relationship. Consistent with the at-will relationship, any non-civil service employee may be removed or discharged from their employment with the City at any time, including during the probationary period, for any non-discriminatory reason. An individual discharged during this probationary period has no right of appeal. A person removed or discharged during a probationary period shall, at the time of removal or discharge, be given a notice in writing stating the reason/s for the removal or dismissal. The satisfactory completion of such probationary period shall not alter the at-will employment status of the employee and shall not be construed as any waiver of the City's absolute right at any time thereafter to remove or discharge any employee at any time, for any non-discriminatory reason, with or without cause.

An employee who successfully completes a probationary period shall receive regular status in their classification.

4.7 CITIZENSHIP AND RESIDENCE

General Personnel. For general personnel, United States citizenship is not an absolute requisite for City employment. However, non-citizens must show proof of eligibility for employment while in the United States.

A. *Sworn Personnel*. United States citizenship is required of all applicants for full and part-time sworn positions within the police department.

B. *Residency Requirements*. The City Manager and Assistant City Manager shall reside within the City of Clive within two years of the date of hire.

    a. Other emergency personnel, as defined in the employee handbook, shall reside within a thirty(30)-mile radius of City Hall, 1900 NW 114 Street, Clive, IA.

4.8 EMPLOYMENT OF RELATIVES

The City of Clive wants to ensure that the City's practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion, and transfer. Close relatives, partners, those in a dating relationship, and members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, first cousins, and domestic partner relatives.

If an employee begins a dating relationship, or becomes a relative, partner or member of the same household with an employee who is in a supervisory position to the employee, that employee is required to inform their supervisor and the City Manager of the relationship.

The City of Clive reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved. Exceptions to this policy may be granted by the City Manager for part-time or seasonal employees.

4.9 DRESS CODE

Employees are always expected to present a professional, business-like image to the public. A favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Any employees who have regular contact with the public must comply with the following standards of personal appearance:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments.
- Clothing must be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas.
- The unauthorized wearing of suggestive attire or of dungarees, shorts, T-shirts, and similar items of casual attire is not permitted, as they do not present a businesslike appearance.
- Clothing should not have inappropriate advertising or slogans, as determined by the City Manager. Jeans that are not ripped, tattered, or worn-out may be worn on occasion with the approval of the City Manager or designee.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not

permissible regardless of length.

- Sideburns, mustaches, and beards should be neatly trimmed.
- Tattoos and body piercings (other than earrings) are allowed but may be required to be covered if there is a complaint by an employee or a member of the public. The complaint must be investigated by the Human Resources Department and result in "found" conclusion. A "founded" conclusion is one in which it is determined that tattoos or body piercings are unsafe, disruptive, offensive, or otherwise inappropriate when considering the circumstances, job duties and work environment.
- The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety, comfort, and consideration for co-workers, but should still be as neat and business-like as working conditions permit.
- All employees are expected to maintain a basic and proper level of hygiene, regardless of position within the City. Excessive perfume or cologne should be avoided in consideration of other employees and the public.
- Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their department and job. For example, the wearing of shorts by staff during warm weather conditions is at the discretion of the Department Director and must be included in the Department's regulations. Department-specific policies will be developed by the Department Director and approved by the City Manager.

4.10 TIME RECORDS

Each employee is responsible for completing a time record for hours worked and submitting it to their department director or supervisor. Department directors shall review time records to verify hours, department and function numbers, and appropriate signatures before approving the time record. Approved time records are then submitted to the Administrative Services office. Time records not submitted to the Administrative Services office, allowing sufficient time for processing, could result in a delay of payment. Anyone who knowingly falsifies a record of hours or knowingly approves a falsified time record shall be subject to disciplinary action.

Payroll checks will be electronically deposited by the Administrative Services office on Friday of every other week. In computing regular and overtime hours for payroll checks, all records of hours worked shall be submitted in accordance with established payroll deadlines.

Employees are responsible for accurately completing and submitting their timesheets. This includes employees who are on approved leave, including FMLA or unpaid leave. When foreseeable, employees are expected to complete and submit their time in advance of their leave using the payroll system. If an employee is unable to complete their timesheet due to incapacity, the direct supervisor is responsible for ensuring the employee's time is accurately recorded and submitted. In the event an employee does not agree with a submitted timesheet or payroll entry, a payroll correction form must be completed and submitted for review and processing. Failure to accurately report time worked or to follow payroll procedures may result in corrective action.

4.11 MEAL BREAKS AND REST PERIODS

The supervisors will establish meal breaks and rest periods. The rest period is not an employee right and the period may never be used as a valid reason for failure to perform tasks that have been directed by management.

Every employee, except public safety personnel, who work six consecutive hours or more in one day

will be provided with a minimum of at least a one-half-hour lunch period. No employee may work through lunch and be excused from work early or paid for such time except with the permission of the department director, which may be granted on an infrequent basis.

Each employee shall be allowed an unpaid lunch period to be scheduled generally in the middle of the work shift. Lunch periods shall be scheduled by the department director, considering department needs. Such periods will not be more than one hour or less than thirty minutes. Each employee shall also be scheduled for one fifteen-minute break during the first four hours of their shift and one fifteen-minute break during the second four hours of their shift. Lunch and break periods combined may not exceed sixty minutes in any one work shift.

Police Officers and Firefighters/Paramedics/EMTs shall not be relieved during their break period/s from their responsibility to handle police, fire, or other emergency calls.

For unscheduled emergency work where any full-time employee works five (5) or more consecutive hours outside of their regular shift, the employee shall submit a reimbursement request for up to $15.00 for a meal.

4.12 PUNCTUALITY

Employees are expected to report promptly at their designated starting time at their assigned workstation and be ready to begin work at that time.

If an employee knows that they will be fifteen or more minutes late, the employee must notify their immediate supervisor prior to coming to work, if possible, and state the reason for the tardiness and the approximate time they expect to report to work. If a non-exempt employee is habitually late, wages will be deducted in one-quarter-hour increments and, whether exempt or not, may be subject to disciplinary action.

4.13 UNEXCUSED ABSENTEEISM & TARDINESS

If an employee fails to furnish their supervisor with a reasonable explanation for missing work or for tardiness, or for missing work without available time off, the absence will be recorded as an "unexcused" absence in the employee's personnel file. If an absence is unexcused, the employee will not be allowed to utilize any accrued vacation days, personal days, or sick days to receive pay for that day, and therefore will not be paid for the unexcused absence.

Employee attendance records that show poor attendance or tardiness are to be reviewed by the supervisor and/or department director, and where such attendance is deemed unacceptable, the supervisor or department director shall have the authority to issue a formal reprimand and/or suspension without pay or recommend to the City Manager dismissal of the employee. All written reprimands and suspensions shall be forwarded to the Human Resources Manager for inclusion in the employee's personnel file. Any recommendation for dismissal shall be sent to the City Manager.

4.14 CHANGES OF NAME, ADDRESS, MARITAL OR FAMILY STATUS

Human Resources and Finance Departments must be advised by the employee of any change in personal status for the following reasons:

Correct personal information will ensure up-to-date and accurate coverage on the retirement,

insurance, and other benefit plans, and the proper reporting of wage information to the state and federal government.

4.15 PROMOTION/TRANSFER & STATUS CHANGES

Promotion/Transfer

All qualified employees wishing to apply for the vacancy shall file an application as indicated on the posting. All applicants will then be jointly processed according to established selection procedures, as indicated in this handbook or civil service procedures for civil service positions.

A promotion/transfer shall be treated the same way as a new appointment insofar as it is necessary to successfully complete the probationary period. If the promoted employee does not complete the probationary period successfully, they may be reinstated in their former position at the last held status if the position is available.

The period for returning an employee to their previous position may be extended up to an additional six months provided such an action is approved by the department director and the City Manager.

An employee who is returned to their previous position shall receive a reduction in pay equivalent to the increase received at the time of promotion.

Status Changes (Full-Time and Part-Time)

An employee's status may change from part-time to full-time or from full-time to part-time based on operational needs, employee requests, or position changes approved by the City.
A change in status may affect an employee's eligibility for benefits, accrual rates, and participation in City-sponsored programs. Benefit eligibility and accruals will be adjusted in accordance with applicable City policies, plan documents, and, where applicable, collective bargaining agreements.

Employees transitioning from part-time to full-time status will become eligible for benefits in accordance with City policy and applicable waiting periods. Employees transitioning from full-time to part-time status may lose eligibility for certain benefits, including but not limited to health insurance, leave accruals, and educational assistance, unless otherwise specified.

Changes in status will be effective at the beginning of a pay period, unless otherwise approved by the City.

Employees will be notified of any changes to their status, including the effective date and impact on compensation and benefits.

4.16 RE-EMPLOYMENT

All former employees are considered new hires and have no accumulated rights or benefits from previous employment with the City.

4.17 RESIGNATIONS

It is the responsibility of an employee who plans to resign to notify their department director or the City Manager in writing in advance as follows:

- At least two weeks' notice for all regular employees.
- At least one week's notice for all seasonal employees.

- At least four weeks' notice for the position of department supervisor, department director, or above

If an employee does not report for scheduled work hours three consecutive days/shifts, without communication, to their supervisor the City will consider their actions to be a voluntary resignation. Upon separation from employment with the City, group benefits will terminate at the end of the month in which separation occurs. Wellness benefits will terminate immediately upon separation.

4.18 REDUCTION IN FORCE

When it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, layoff of employees will be accomplished with due consideration to status, length of service, performance evaluations, and Civil Service mandates on seniority.

4.19 OFFICIAL PERSONNEL FILES

The Administrative Services office shall be responsible for maintaining the official personnel file for each employee. These files shall be confidential and shall contain the complete history of each employee during employment by the City. Each file shall consist of, but is not limited to: inventory of contents, commendations, reprimands, performance evaluations, promotion, transfer, accidents or damage involving City property, employment application and education, or special training received at City expense.

Employees have the following rights as they pertain to their own personnel file. The right to:

- Have access to the file at any reasonable time and with proper supervision.
- Have a copy of items placed in their personnel file.
- Have the opportunity to respond to unfavorable information.
- Know how information is being used internally, and
- Reasonable precautions, assuring the employee that the information will not be misused.

An employee shall not have access to employment references written for the employee. Employees may examine their personnel files and obtain copies of their contents by contacting the City Manager. Appointments for reviewing an employee's personnel file will be set at a date and time that is reasonable and convenient for both the employee and the City Manager or their representative. Requests for such examination shall be in writing, and the examination shall be in the presence of the City Manager or their representative. All copies made for the employee shall have each page marked "copy." The Administrative Services office may assess a reasonable fee for copies provided.

The employee shall sign a form stating the date and time they began to examine the personnel file, and the time when the file was returned to the City Clerk. At no time can the personnel file be removed from the City Hall. No employee or former employee is to be allowed to remove or alter the contents of any file.

Information from the emergency contact form may be used on the employee's behalf in case of an emergency or illness.

4.20 RECORDS

The City shall maintain original copies of service records for each employee through the Administrative Services office. The service record will indicate the individual's name, title of position held, the

department to which it was assigned, salary history, changes in employee status, and other pertinent information. Each employee shall promptly report all changes of name, address, and telephone number to the Human Resources Department and the employee's department director.

Any temporary or long-term change in the employment status of an employee shall be reported by the department director to the Human Resources Department and City Manager.

All employee personnel records shall be kept and maintained in accordance with State law. Employment applications for people who have not been hired must be retained for a period of five years.

4.21 REFERENCES

Only the City Manager or their designee is authorized to release information regarding job references. If an employee requests a formal reference, Human Resources must be consulted and approval obtained from the City Manager.

4.22 OUTSIDE EMPLOYMENT

Full-time employees shall not engage in any off-duty employment that is or may result in direct conflict with their job responsibilities for the City of Clive. Those full-time employees who have outside employment or self-employment must notify their supervisor of the situation and advise of any potential conflicts. Police departmental rules and regulations govern off-duty employment by police officers.

4.23 USE OF CITY-OWNED VEHICLES

City-owned vehicles will be provided to those employees or their designated representatives who are subject to emergency calls. Employees provided with vehicles include the Fire Chief, Police Chief, on-call detectives and narcotics officers, Public Works Director, Public Works Operations Administrator, and a fire duty officer. It is beneficial to the city to have these employees take City vehicles home. Since the City requires the above-mentioned employees to commute in a city vehicle, the value of their commute is included in their income. Under a special IRS rule, the value of each one-way commute (from home to work or from work to home) is $1.50. The employee should keep records to verify the number of commuting trips made. The total value of all commuting trips will be reported on the employees' W-2 form each year.

City vehicles shall be used in the most economical and efficient manner, solely for the performance of City business. No City-owned vehicles shall be used for personal benefit or personal business, unless authorized by the City Manager.

When extended trips are required, authorization may be given by the City Manager allowing an employee to use their personal automobile for official City travel. Reimbursement to the employee for use of their personal automobile shall be at the rate per mile authorized by the City Council. Motor vehicle driving records will be checked no less than annually for each employee required to drive as part of their duties.

4.24 USE OF PRIVATE VEHICLES

If the City employee is required to use private transportation to fulfill the job requirements of employment by the city, a mileage reimbursement is authorized for all trips approved by the

appropriate department director. Use of a private motorcycle for work purposes is strictly prohibited.

Whenever practicable, employees shall use City vehicles, and the most direct route should be used. When the use of private vehicles is authorized to fulfill job requirements, the mileage reimbursement shall be computed at the rate established by the Internal Revenue Service. The per-mile reimbursement includes all costs incurred in connection with the operation of the vehicle. When the use of private vehicles is authorized to fulfill job requirements outside of the State of Iowa, pre-authorization is required by the City Manager. Employees who use their personal vehicles for City business are required to provide updated proof of insurance annually. Concurrently, the City conducts annual driving record checks to ensure continued eligibility to operate a vehicle for City business. Upon expiration or update of a driver's license, employees shall provide a copy to Human Resources.

All employees operating official vehicles, equipment, personal vehicles, and rental vehicles on official business, along with all other occupants, are required to wear seat belts and shoulder restraints. Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes, but is not limited, to pick-up and truck boxes, fenders, steps, and bumpers. The only exception to this policy is when the driver and front-seat occupants are engaged in work requiring frequent exiting of the vehicle, provided they travel at a speed not exceeding 25 mph. Failure to comply with these rules is a violation of City safety policies and may result in disciplinary action.

4.25 ELECTRONIC COMMUNICATION

Electronic email is pervasively used in almost all business industries and government agencies and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks. It is therefore important for users to understand the appropriate use of electronic communications.

A. Purpose

The purpose of this email policy is to ensure the proper use of the City of Clive's email system and make users aware of what the City deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the City of Clive Network.

B. Use

All use of email must be consistent with City of Clive policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

A City of Clive email account should be used primarily for City business-related purposes; personal communication is permitted on a limited basis, but non-City-related commercial uses are prohibited. Email is to be considered a City business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email.

Email that is identified as a City of Clive business record shall be retained according to the City of Clive Record Retention Schedule.

The City of Clive email system shall not to be used for the creation or distribution of any messages that would violate the City's policies, including but not limited to messages that are defamatory, discriminatory, harassing, or retaliatory or reveal confidential or proprietary information. The City prohibits the use of its city email addresses for political purposes (campaigns, advocacy for ballot

issues, etc.). Employees who receive any emails with this content from any City of Clive employee should report the matter to their supervisor immediately.

Users are prohibited from forwarding City of Clive email to a third-party email system (noted below).

Users are prohibited from using third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct City business, to create or memorialize any binding transactions, or to store or retain email on behalf of the City of Clive. Such communications and transactions must be conducted through proper channels using City-approved documentation.

Using a reasonable amount of City of Clive resources for personal emails is acceptable, but non-work-related emails shall be saved in a separate folder from work-related emails. Sending chain letters, personal solicitations, or joke emails from a city email account is prohibited.

City of Clive employees shall have no expectation of privacy in anything they store, send, or receive on the City's email system or any server or hardware maintained by the City.

The City of Clive is not obligated to monitor email messages; however, the City reserves the right to review, monitor, audit, and disclose, without prior notification to employees, all communications and data created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

C. Compliance

The Technology Services Department will verify compliance with this policy through various methods, including but not limited to periodic walk-throughs, business tool reports, internal and external audits, and feedback to Technology Services and the department director.

Any exception to the policy must be approved by the Technology Services Department in advance.

Violations of this policy may lead to the suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. The City reserves the right to advise appropriate law enforcement authorities of any violation of the law.

Nothing contained in this policy shall be interpreted as interfering with an employee's rights under Section 7 of the National Labor Relations Act or the Public Employment Relations Act.

D. Internet

Internet/intranet/extranet access is granted exclusively for employees and other approved users for the purpose of conducting approved business purposes.

E. Authorized and Unauthorized Usage

Personal or incidental use is authorized for limited purposes and will be subject to the following guidelines:

The use must not constitute a conflict of interest. Personal business or use for personal gain constitutes a conflict of interest; usage for such a purpose is prohibited.

Personal use is on personal time (hours not charged to the employer) and must not interfere with City

business or normal work activities, and not adversely affect performance of the employee, surrounding employees, the organization, or City business functions.

Illegal, obscene, pornographic, or discriminatory material must not be accessed, viewed, downloaded, or sent. NOTE: Members of criminal investigative teams within the City's police department are exempt from this unauthorized use if access is necessary to fulfill the function of their job duties.

Use must not involve any illegal or unethical activity (*e.g.*, gambling, Warez sites containing pirated software, movies, games, or illegal hacking/cracking tools).

Transmitting or sending sensitive or proprietary information, including software applications or personal information, to unauthorized persons or organizations is prohibited. Authorization for any transmission of personally identifiable information ("PII") must be approved by a supervisor prior to transmission and done using authorized protocols (*e.g.*, encryption, VPN, SSL).

Downloading or sending unapproved software, computer viruses, malicious code, or any unauthorized attempts to access another person's data or City's intranet are prohibited.

The addition of any hardware that would allow additional access to the Internet is prohibited.

Users shall not bring or use personal computers or data storage devices (such as CDs/DVDs, external hard drives, USB or flash drives, or other data storage media) to connect them to the City's internal network systems without permission from Technology Services. Personal electronic devices used in violation of this policy are subject to inspection and will subject the owner to disciplinary action.. If a user does not wish for their personal computer or other devices inspected, the user should not connect the device to City systems or networks.

NOTE: This policy does not apply to personal device connections to City-owned **public** Wi-Fi networks for purposes such as training, education, emergency management, or similar authorized activities.

Users may not download software from any outside systems without permission from the Technology Services. Users should not use any externally provided software without first getting approval from Technology Services. Users should not download unapproved or unauthorized software from the Internet. Users are responsible for determining the sensitivity and need for further encryption to secure City confidential or sensitive information prior to posting, transmitting, or sending it via the Internet. If unsure, the user is responsible for contacting Technology Services.

F. Privacy and Monitoring

By using the Internet access provided by City, users agree to this policy and acknowledge that records of Internet access, such as sites visited, images reviewed, and email sent, may be recorded, and monitored by Technology Services at any time with no expectation of privacy and that:

The City owns the rights to all data and files in City computers, network, or other information systems, subject to applicable laws. Users may not access networks, servers, drives, folders, or files to which the user has not been granted authorization. Users may not destroy, delete, erase, or conceal files or other data, or otherwise make files or data unavailable or inaccessible. In addition, users may not access another employee's computer, computer files, or electronic mail without authorization from

their supervisor.

The City licenses the use of certain commercial software application programs from third parties for business purposes. Third parties retain the ownership and distribution rights to this software. Users may not distribute licensed software for personal use.

Electronic mail ("email") messages sent and received using our equipment or Internet access are not private and are subject to viewing, downloading, inspection, release, and archiving by us. The City has the right to inspect files stored in "private" areas of the City network or on individual computers or storage media that use City resources, to assure compliance with City policies and applicable state and federal laws. The City reserves the right to review, monitor, audit and disclose, without prior notification to employees, all electronic mail messages (including personal/private/instant messaging systems) created, received, or stored on City equipment. Employees shall have no right to expect confidentiality or privacy, even in private messages involving City equipment.

G. Reporting of Internet Abuse

Employees are encouraged to report any concerns regarding behavior that may violate this or any City technology policy, to a supervisor or Technology Services. It is everyone's responsibility to ensure the City's resources are used properly. No employee will be reprimanded or retaliated against for making good faith complaints.

If an employee would prefer to make an anonymous complaint, EideBailly LLP, the City's audit firm, provides employees the ability to anonymously report wrongful behavior such as abusive or unauthorized Internet activity possibly originating from the City's network. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline. Complaints of abuse will be forwarded to Technology Services if applicable for investigation.

H. Social Media/Open Forums Use-Limited to Personal Time

The City supports self-expression, including the right to express oneself to others via Internet blogs, social web pages, posting on open forums, or speaking during public events. Online social networking sites and other online communication platforms and technologies, such as Facebook, LinkedIn, Twitter, YouTube and blogs, are primarily aimed at personal relationships and communications among individuals. While users may use these media to communicate with friends and family outside of work, users should be mindful that whatever users publish will be public for a long time and is available to City and vendors, customers, and citizens to view. Some points that the city encourages users to consider when writing or expressing themselves publicly:

- Conduct themselves in a professional and businesslike manner, even if communication is personal in nature.
- Do not reference or discuss the City's suppliers, vendors, customers, associates, contractors, potential business relationships or opportunities, competitors, or any entity in which the City does business, or anything that might adversely impact on the City's business relationships.
- Do not make statements about the City's financial performance.
- Do not use these media outlets for City marketing or public relations.
- When users are participating in social networking sites, users must be transparent that their thoughts are their own. Unless the City officially designates the user, in writing, to speak or write for the City, users should never state that they write or speak on behalf of the City or

that their viewpoints are the same as the City, and users should make this clear to those reading or listening to their points of view. Users may consider a disclaimer to this effect but note that it may not excuse improper or illegal conduct.

- Do not disclose private, internal-use only, copyright, or confidential information belonging to the City or third parties, including employees, associates, suppliers, vendors, competitors, customers, or any other person or entity that associates or does business with the City. Such information includes personally identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers, or financial account numbers). Users should also not mention customers, vendors, potential business relationships or opportunities, or competitors in their social media activity. Users should use common sense and courtesy and should strictly follow the City's policy on preserving confidential information.
- For social networking sites such as LinkedIn where personal and professional references are the focus: If users are representing themselves as a city employee, users may not provide professional references about any current or former employee, contractor, vendor, or contingent worker. Users may provide a personal reference or recommendation for current or former City employees, contractors, vendors, and contingent works provided (1) the statements made, and information provided in the reference are factually accurate, and (2) users include the disclaimer "This reference is being made by me in a personal capacity. It is not intended and should not be construed as a reference from the City or any of its affiliated entities."

In addition to City rules on confidentiality, the City requests that users follow all other applicable guidelines when commenting in an open forum.

What users write or say, and how users write or say something, is up to each user. However, the City provides notice that it reserves the right to read what users write or say publicly and decide if it meets the professional standards of the City or damages the City. Written or stated comments harmful or damaging to the City or to its employees, associates, suppliers, vendors, customers, or any other person or entity that associates or does business with the City may lead to discipline up to and including termination-even if done on an employee's own time and while using the employee's own devices. This provision does not in any way restrict users' right to engage in protected activity under Section 7 of the National Labor Relations Act.

Do not use vulgar, obscene, threatening, discriminatory, or defamatory language, including but not limited to language or content based on any protected class, status, or characteristic. Prohibited language or content also includes soliciting sex or otherwise violating the laws regarding minors and their protection. Users that violate child protection laws, including solicitation of sex from minors, or posting of illegal pornographic material, will be subject to discipline including, but not limited to, termination of employment.

4.26 ALTERNATIVE WORK ARRANGEMENT (AWA) POLICY

Purpose

The City of Clive supports a flexible and positive work environment. This policy is designed to help employees balance work and personal life, improve job satisfaction and performance, and support employee retention—all while continuing to provide high-quality city services.

Remote work allows employees to work at home or other approved locations for all or part of their

work week. The City of Clive (the City) considers remote work to be a viable work option when both the employee and the assigned job duties are suited to such an arrangement. Remote work may be appropriate for some employees and job classifications, but not for others. Remote work is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City.

Eligibility

Generally, full-time employees requesting Alternative Work Arrangements (AWA) must be employed with the City of Clive for a minimum of 12 months of continuous, regular employment, must occupy roles suitable for flexible or remote scheduling, as determined by the Department Director, and must have a satisfactory performance record. *Exceptions to the 12 months of continuous service requirement may be made at the discretion of the City Manager.*

Before entering into any AWA agreement, the employee and the appropriate Department Director, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** Certain positions, particularly in public safety, emergency response, and field-based roles, may not be eligible due to essential operational requirements. The employee and supervisor will assess the needs and work habits of the employee. Employees must be in good standing, performing satisfactorily or higher.
- **Job responsibilities.** The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for an Alternative Work Arrangement.
- **Equipment needs, workspace design considerations, and scheduling issues.** The employee and supervisor will review the physical workspace needs and the appropriate location for an Alternative Work Arrangement.
- **Appropriate training**, as determined by Human Resources, has been given to the supervisor and employee to ensure accountability for the AWA period.

If the employee and supervisor agree, and the Human Resources Department concurs, AWA will be prepared and signed by all parties, and a three-month trial period will commence.

Request and Approval Process

- Employees interested in a flexible schedule must first discuss the proposal with their immediate supervisor.
- Employees must submit a Flexible Work Schedule Request Form to their supervisor, specifying the requested arrangement and justification.
- Supervisors will evaluate requests based on job responsibilities, impact on department operations, team collaboration, and service continuity.
- Final approval rests with the Department Director, and Human Resources may be consulted, as necessary.
- A formal remote work agreement is signed by the employee, supervisor, and Human Resources.

Alternative Working Arrangement Options: Employees may request:

- **Flextime:** Variable start/end times within a defined range, typically two hours around standard hours, maintaining required daily/weekly hours.

- **Irregular Workweek:** Employees may work extended hours as a result of their job function needs during the evenings or on the weekend, such as Leisure Services programming staff and Technology Services staff for IT support.
- **Adjusted Lunch Breaks:** Employees may adjust the timing or length of lunch breaks within departmental guidelines, provided service levels are maintained.
- **Remote Work (Telework):** Employees may perform job responsibilities from an alternate location, including home, subject to approval based on the position's requirements and availability of technology and resources. It is limited to 1-2 days week unless otherwise authorized by the City Manager.

Employee Responsibilities

- Stay in regular, timely contact with your supervisor and team.
- Make sure in-person service points are staffed, based on your department's needs.
- Continue providing excellent customer service.
- Keep your work and department running smoothly.
- Remote workers must stay just as productive as if they were in the office. Working remotely should not negatively affect coworkers or overall department performance.
- Follow your approved schedule and accurately track your working hours using the City's systems.
- Create and maintain a secure and effective workspace, especially when working from home.
- Always act professionally, keep information confidential, and respond promptly to others.

Supervisor and Department Head Responsibilities

- Fairly evaluate and consistently apply policy guidelines.
- Monitor productivity and operational impacts.
- Clearly communicate expectations and schedule modifications.
- Ensure adequate department coverage and service standards.

Time Worked

Generally, employees should be available via phone, email, and virtual meetings during their normal work hours. The employee will remain accessible and productive during scheduled work hours and available via phone call, email, or virtual meetings. At the beginning of the shift, the office phone is forwarded to the cell phone, and the camera is on during virtual meetings (Teams, Zoom, Google Meet, etc.).

AWA workers will record all hours worked, including meal periods (of at least 30 minutes) taken in accordance with regular timekeeping practices. Employees will be required to accurately record all hours worked using miPay, as well as any hours not worked due to taking vacation, personal, sick, or compensatory time away. This is especially important for those employees who are not exempt from the overtime requirements of the Fair Labor Standards Act. Hours worked in excess of those scheduled per day and workweek require the advance approval of the Alternative Work Arrangement worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the AWA and disciplinary action.

It is the employee's responsibility to determine any income tax implications of maintaining a home office. The City will not provide tax guidance, nor will it assume any additional tax liabilities. The

employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

Implementation and Trial Period

AWA are on a trial basis for ninety (90) days and may be discontinued at any time during that period at the request of either the employee or the employer. Every effort will be made to provide appropriate notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of an AWA. There may be instances, however, when very little notice is possible due to certain circumstances and/or business emergencies related to the conditions of the physical facilities, such as building damage, natural disaster/storm events, etc.

Ongoing Review and Modification

Evaluation of employee performance during the trial period will include regular interaction by phone, e-mail, and virtual meetings (Teams, Zoom, Google Meet, etc.) between the employee and the supervisor, and weekly face-to-face meetings (either in person or virtually) to discuss work progress and any issues. At the end of the trial period, the employee and supervisor will each complete an informal evaluation of the arrangement and make recommendations about continuance or modifications. Evaluation of AWA performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

Appropriate communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the manager and employee will communicate at a consistent level with employees working at the office or in a manner and frequency appropriate for the job and the individuals involved.

AWA is not designed to be a replacement for appropriate childcare, other familial caregiving commitments, or because of an employee's inability to report to work (such as loss of a driver's license due to suspension, revocation, etc.). Unique exceptions may be made by the City Manager. The focus of the arrangement will remain on job performance and meeting City service delivery demands. Prospective AWA workers are encouraged to discuss the expectations of AWA with family members before entering a trial period.

The employee will comply with all City of Clive rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

Any employee approved for Alternative Work Arrangement is subject to being recalled from AWA and should be prepared to report to their normal physical work location upon request of their supervisor or department director.

Equipment

The City will determine the appropriate equipment and office supplies needed for each AWA, as the primary resource in this matter. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, if deemed appropriate, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the City is to be used for City business, and employee conduct shall be consistent with the requirements outlined in section 4.27 Electronic Communication of this handbook. Employees must sign an inventory of all City-owned property received via the AWA and agree to take appropriate action

to protect the items from damage or theft. If City-owned equipment is damaged/destroyed due to misuse or negligence in caring for the equipment, the City will request reimbursement from the employee. Employees will be required to sign a receipt of itemized equipment and an agreement to reimburse the City or to authorize a payroll deduction to cover any such loss or damage. Upon termination of employment, all City property will be returned to the City.

The employee will establish an appropriate work environment within their home. For employees approved for a set schedule of AWA, the expectation is that they work from their homes. ***A set schedule of AWA is NOT designed for the employees to work in other locations outside their own residences***. The City will not be responsible for costs associated with the setup of the employee's home office.

The employee will be responsible for securing and maintaining reliable internet service with sufficient capacity (at least 20MBS) to support the employees' required job duties with minimal disruption. The employee must use a City-provided laptop to work remotely. If the employee does not have a City-provided laptop, one can be checked out from Tech Services.

Security

Consistent with the City's expectations of information security for employees working at the office, AWA employees will be expected to ensure the protection of proprietary information accessible from their home office. Care should be taken that no other household members or visitors to the employee's household are allowed to use or access City-owned computers, laptops, keyboards, monitors, etc. Employees must abide by all computer usage policies as if they were working in the office.

The employee will not make any changes to security or administrative settings on City equipment. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained in a home office location and in conjunction with their regular work duties may be covered by the City's workers' compensation policy. Employees are responsible for notifying the employer of such injuries exactly as they would if they were physically at work, utilizing the first report of injury via the City's workers' compensation protocol, and completing an incident report as soon as possible.

Under no circumstances should employees arrange to meet with third-party vendors, city business partners, etc., in their homes; those types of face-to-face meetings, when necessary, are to be scheduled at a city facility. The employee will allow the employer to have access to the AWA location for purposes of assessing safety and security, upon reasonable notice by the City.

Ad Hoc Arrangements

Temporary remote work may be approved for circumstances such as inclement weather, special projects, or business travel. Approval of temporary arrangements may be at the discretion of the supervisor, with potential review and approval by the City Manager on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave (FMLA or sick leave) to the extent practical for the employee and the City, and safe for the employee with the consent of the employee's health care provider, if appropriate.

All informal AWA are made on a case-by-case basis, focusing first on the business needs of the City.

Exceptions and Special Circumstances

This policy does not supersede collective bargaining agreements, civil service rules, or emergency operations policies. Remote work and flexible schedules may be suspended during citywide emergencies or operational needs.

4.27 GENETIC INFORMATION NONDISCRIMINATION ACT

The City complies with Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which protects applicants and employees from discrimination based on genetic information in hiring, promotion, termination, pay, fringe benefits, and all other terms and conditions of employment. "Genetic information" includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases and disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

In accordance with GINA, the City does not intentionally collect, maintain, or use genetic information about applicants or employees or their family members in any decision concerning whether to hire an applicant or the terms, conditions, or any aspect of employment of an employee. GINA permits certain limited circumstances under which an employer may acquire genetic information, such as:

- Inadvertently obtaining the information
- Acquiring genetic information in connection with a wellness program and certain privacy precautions are taken.
- Requiring family medical history in compliance with Family and Medical Leave Act (FMLA) certification provisions
- Acquiring the information through publicly available documents containing family medical history information
- Conducting genetic monitoring of biological effects of toxic substances in the workplace and certain privacy precautions are taken; or
- Providing DNA analysis services for law enforcement and the information is necessary to rule out employee sample contamination.

Any genetic information collected in connection with the approved circumstances outlined above will be maintained in the same type of separate confidential files required for medical information under the Americans with Disabilities Act. Genetic information may not be disclosed without employee consent except in very limited circumstances.

If you believe or suspect the City has acquired, disclosed, or used genetic information in violation of GINA, or has otherwise discriminated against any applicant or employee based on genetic information, promptly report the suspected violation to your supervisor, department or division manager, or the Human Resources Manager. There is no need to follow any formal chain of command when filing a

complaint or when discussing or expressing any issue of concern regarding an alleged violation of GINA or alleged discrimination based on genetic information. You may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with the Human Resources Manager at any time.

The City prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting or participating in a complaint investigation. Violation of this anti-retaliation policy will result in disciplinary action against the offending employee, up to and including possible termination of employment.

PERFORMANCE EVALUATION

5.1 PERFORMANCE EVALUATION AND RECOGNITION

Performance evaluation refers to the formal assessment of the employee's performance in relation to the job description, commitments, and journal entries. This evaluation, conducted annually, has both written and oral components. Using effective performance management means this formal evaluation will contain no surprises. It should simply summarize feedback given throughout the review period.

The new performance tool NEOGOV Perform provides a more streamlined evaluation process focused on five key competencies and the ability for the evaluator to provide a narrative for why they rated the employee on the competency and what commitments they see for the employee in the next year. A numerical score is utilized for each competency with a final average calculated at the end to identify where the employee's performance is on the pay matrix.

5.2 PLANNING AND DEVELOPING

Once you have completed the evaluation, the planning process should begin again with a two-way dialogue between the employee and supervisor. A specific date/timeframe is required in the middle of the next year (six-month check-in) to meet with the employee. The check-in provides a time set aside to see how the Employee is progressing on their commitments established during the evaluation phase and for discussion on an individual performance/development plan.

5.3 MONITORING, OBSERVATION AND DOCUMENTATION

Feedback is given to both 1) recognize outstanding performance and 2) provide constructive strategies to change or improve performance. Monitoring, observation, and documentation refer to making notes of observable behaviors/results indicating whether an employee's performance is on track. Feedback is provided through ongoing communication between supervisor and employee regarding the employee's observed performance or behaviors. The result of giving effective feedback is a clear understanding of an employee's progress toward, or challenges in, meeting established commitments.

OCCUPATIONAL HEALTH AND SAFETY

6.1 CLOTHING ALLOWANCE

Upon approval of the City Council, regular employees will be furnished with all safety equipment required for the job by Iowa Occupational Safety and Health Administration (IOSHA) or Occupational Safety and Health Administration (OSHA), and at the City's discretion any other personal safety

equipment deemed necessary or useful to the job. Seasonal employees will be provided safety equipment as necessary and required for the job assignment. Steel-toed boots are not paid for by the City for seasonal employees. For further guidance, refer to the applicable departmental policy manual.

6.2 OFF-THE-JOB INJURIES

An employee who suffers an off-the-job injury or illness that temporarily leaves them unable to perform their full job duties will be required to submit a release to return to work from their private physician to their department director. At the discretion of the department director, the employee may also be required to satisfactorily pass a functional capacity test and examination by the City's designated physician, at the City's expense, before returning to work.

An employee who experiences a non-work-related injury or medical condition for a period that exceeds 10 calendar days may be required to successfully complete a functional capacity Fit for Duty test prior to returning to work. An employee must have a documented full release from their personal physician with no restrictions prior to taking the functional capacity test and returning to work.

The employee must meet the job level requirements or the previously documented baseline for their position. The City of Clive will pay for the first functional capacity test following a non-work-related injury or medical condition. Failure to meet the job level requirements or previously established baseline will result in an employee's inability to work in their present position. Dependent upon availability a job transfer may be assigned, or loss of employment may result. Based on the circumstances surrounding the employee's medical condition, long-term disability may be an option.

6.3 WORKERS' COMPENSATION OCCUPATIONAL DISEASE

The City of Clive has a sincere concern for ensuring the health and safety of its employees while they are engaged in their daily working operations. The efficiency of City government operations is directly related to the competence and wellbeing of all employees. The City acknowledges its obligation, as an employer, to provide safe working conditions for employees, and, as a governmental unit, to provide a safe environment for the public that benefits from these services.

All related billings and records of time off due to occupational illness must be forwarded to the Human Resources Department. Occupational illness claims will be filed under worker's compensation insurance. To receive supplemental pay while out of the office for a workers' compensation illness or injury please complete and sign the Supplementation of Workers' Compensation Benefits.

6.4 ACCIDENTAL ON-THE-JOB INJURIES OR ILLNESSES

Employees are to promptly report any on-the-job hazard to their supervisor. All employees are to adhere to City safety policies and if found to have violated any of them, they shall be subject to disciplinary action.

All accidental on-the-job injuries or illnesses, whether requiring medical attention or not, shall be reported by the employee to the department director or supervisor on duty as soon as possible, but not later than 24 hours after the accident occurred. For more information on the workers' compensation claim procedures please refer to the City of Clive Work Comp Claim Procedures-All Departments.

If an employee suffers an injury or disablement as the result of occupational disease, arising out of and

in the course of their employment with the City, they should follow the same procedure previously stated for reporting the accidental injury.

6.5 TRANSITIONAL DUTY

It is the policy of the City to provide meaningful work activity for all employees who temporarily become unable to perform all, or portions, of their regular work assignments due to conditions related to pregnancy, work-related or non-work-related injury or illness. By providing temporary transitional or modified work activity, injured or limited employees remain an active and vital part of the city. Return to Work duties may be in the form of either changed duties within the scope of their current position, or other available duties for which they may be qualified, or through a reduced work-hours schedule.

A. Scope:

All active employees who become temporarily unable to perform their regular job due to a compensable work-related or non-work-related injury or illness or conditions related to pregnancy, may be eligible for temporary work duties within the provisions of this program.

B. Application:

It is the employee's responsibility to inform the attending physician that the city provides a Transitional Duty Program.

If work is available, which meets the limitations/restrictions set forth by the attending physician, the employee may be assigned transitional work for a period not to exceed 90 days. Transitional duty is a temporary program and the employee's eligibility for a temporary assignment will be based on medical documentation and continued recovery. Please refer to the Temporary Transitional Duty form which must be completed and signed by the employee.

An employee's limitation/restrictions are effective 24 hours per day. Any employee not following their restrictions may cause a delay in their healing or may further aggravate their condition. By not following the restrictions, an employee may be subject to disciplinary action, up to and including termination.

Employees unable to return to their regular job, but are able to perform transitional duty, must return to transitional duty if such duty is available. Failure to do so may result in reduced eligibility benefits for benefits under the workers' compensation program, if applicable, may result in disqualification for certain employee benefits, and in some cases termination. A Transitional Duty Form will be given to each eligible employee for their review and signature.

Transitional duty will be available to all employees on a fair and equitable basis, with temporary assignments being based on skill and abilities. Eligibility will be based upon review of the employee's attending physician's documented declaration of the employee's limitation/restriction. An employee on modified duty will be considered part of the regular shift staffing, with consideration given to the employee's work restriction and limitations.

C. Procedure:

Transitional duty shall consist of the employee's normal work schedule, or a restricted work schedule in coordination with the employee's normal work schedule, when possible. However,

dependent upon the employee's limitations/restrictions and available work, it may be possible to design a temporary schedule to accommodate the restrictions during a shift when such work is available/manageable.

D. Payment of Wages during Transitional Duty, Work-related injury or illness:
If an employee injury is determined to be work related, benefits/wages will be paid in accordance with the state workers' compensation statute, with regard for the "waiting period," and City policies.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift or up to twelve (12) hours of sick leave per shift for Fire Lieutenants. Employees performing modified duty on a restricted work week (during the first 90 days of a workers' compensation leave) will receive payment for hours worked from the City and the hours not worked will be reimbursed according to state Workers' Compensation guidelines.

Fire Lieutenants working transitional duty assignments as the result of an accidental on the job injury or illness will be scheduled on a forty-eight (48) hour work week. Their pay will be according to their normally scheduled 2,920 annual hours.

E. Payment of Wages during Transitional Duty, Non-work-related injury or illness or Conditions Related to Pregnancy:
An employee performing transitional duty for their normal work schedule shall receive their regular hourly rate for all hours worked.

If an employee on modified duty is unable to report to work, the employee may then be charged for up to eight (8) hours of sick leave per shift.

Fire Lieutenants working transitional duty assignments as the result of an off the job injury or illness will be scheduled on a forty-eight (48) hour work week.

F. Vacation/Holiday:
If an employee has a vacation, or there is a holiday, while on transitional duty, they shall be entitled to their regular vacation selection or holiday pay as if they normally would have had it.

G. Medical Appointments:
Medical appointments that conflict with working hours must be coordinated, insofar as possible, in advance, with the employee’s supervisor. Appointments are to be scheduled so as not to interfere with working hours if possible. Non-emergency medical appointments **not** scheduled in advance may result in denial of the requested time off or make the time ineligible for payment, with exception of FMLA eligible events. It is the employee's responsibility to keep the City informed of their status after each physician visit.

H. Family Medical Leave:
In the case of reduced work hours, Family Medical Leave may be applied to the hours not worked.

In the case of an employee choosing not to participate in the Transitional Duty Program, unpaid Family Medical Leave may be applied.

If an employee is unable to return to their regular job or transitional duty, the absence must be approved under the Family Medical Leave program the "Certification of Health Care Provider" form should be submitted to Human Resources. For this purpose, a Family Medical Leave Request form must be submitted to the City.

Employees who are not eligible for leave under the Family Medical Leave Act must return to transitional duty or regular work if possible. If an employee is unable to return to any available work, their job position may be filled after a reasonable time. When able to do so, employees will be entitled to return to a suitable position, if available and consistent with any limitations. However, employees must keep the City regularly informed of their status and any changes in their condition.

I. Returning to Regular Duty:
All employees must provide documentation from their attending health care provider so that they can return to regular duty.

All full-time employees must provide documentation from their attending health care provider that they can return to regularduty as well as (when applicable) a release stating that the employee may undergo a return to work, fit for duty, functional capacity p test, or other physical review as deemed necessary.

Restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Forms for Temporary Transitional Duty and Supplemental Pay can be found at Clive365 and by following the link.

6.6 HEPATITIS B
For employees who may be exposed, due to occupational hazards, the City offers Hepatitis B vaccinations at no cost to the employee. All qualifying employees will be required to sign and return the Hepatitis B Employee Vaccination Decision Form. Information pertaining to the disease, the vaccine, and side effects can be found on the Hepatitis B Employee Vaccination Decision Form.

All new regular full-time and part-time employees in positions exposed to occupational hazards will be required to return this form prior to the completion of their first month of employment with the City.

All employees consenting to receiving the vaccination are required to receive the first dose of the vaccination within 30 days of signing the consent form. The vaccinations will then be given according to the following schedule:

1st dose:	Elected Date
2nd dose:	One Month Later
3rd dose:	Six Months after the First Dose

Any employee electing to take, but failing to complete, the series within six months of receiving the

first dose will be suspended without pay until they have completed the series. This suspension may be reviewed and possibly waived by the City Manager due to extreme mitigating circumstances. If employment with the City ends during the series of vaccinations, the employee is responsible for completion of the series and any costs involved.

6.7 HARASSMENT

With specific reference to sexual harassment, it is the policy of the City of Clive, Iowa, to strictly prohibit harassment based on sex, and to maintain a professional and quality working environment for all employees. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment also encompasses harassment of subordinates or co-workers-based race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy (including childbirth and related medical conditions) or any other classification protected by law.

Examples of harassment include, but are not limited to, the following:

- Threats
- Offensive jokes, gestures, remarks, or innuendo
- Subjecting employees to ridicule, invasions of psychological space, demeaning terms for one's sex, terms of endearment, slurs, or derogatory actions.
- Basing employment decisions or practices on submission to harassment
- Refusal to cooperate with employees in performing work assignments.
- Actions that are sexual in nature
- Speculation or inquiries about another person's sex life
- Display of sexually explicit material in the workplace
- Abusing the dignity of an employee through insulting or degrading remarks or conduct, subjecting an employee to demeaning or degrading activities to gain acceptance.
- Disciplining or terminating an employee because of work incompatibility that is caused by prohibited discrimination.
- Retaliation for having filed a harassment charge or having assisted or participated in any manner of harassment investigation or hearing. Retaliation may include but is not limited to open hostility or expressions of hate; excluding a person from the group more closely monitoring or watching an employee's work performance; assigning employees to do demeaning work which they are not normally assigned to do; and "hate mail."

6.8 ACTION TO PREVENT

The City will investigate and take appropriate corrective action to prevent such unwanted conduct from occurring, and deal with all such reported incidents in a fair, impartial, and expedient manner. All

complaints or incidents will be investigated on a case-by-case basis. Reporting can be done by calling 866-912-5378 during business hours (CT) or by emailing to www.eidebailly.com/hotline.

6.9 EMPLOYEE'S DUTY TO PREVENT

To carry out the policy enunciated herein and to prevent the actions prohibited in this policy, it is essential that the employee promptly notify the appropriate person, as previously outlined, of any harassment, and that person take immediate corrective action in response to such notification.

It is each employee's responsibility to help eliminate all forms of harassment and unwanted conduct by informing the perpetrator that the conduct is unwelcome and by reporting it to their supervisor. If the perpetrator is the employee's immediate supervisor, the employee is authorized to proceed to the next level of supervision in the chain of command. Any employee or applicant who feels that they have been a victim of harassment should report the incident using the grievance/appeal procedure outlined in this handbook.

Upon receipt of a complaint of harassment, the City will immediately conduct an internal investigation regarding the complaint. Those investigating the complaint are to thoroughly document and retain the documentation to ensure the reliability of the investigation. Also, the information regarding the complaint being filed needs to be provided to human resources, ensuring that the department director and City Manager are made aware of the complaint. If the complaint is found to have substance, immediate, appropriate, and effective corrective action reasonably calculated to end the harassment is to be taken against the responsible employee, individual, or firm. The corrective action may include, but is not limited to, an oral or written reprimand, suspension, termination of employment, being barred from doing business with the City of Clive, or any other action deemed necessary.

It is each supervisor's responsibility to prevent such behavior from occurring within their work jurisdiction and to respond appropriately to the report of our personal observation of violations. Each complaint is to be taken seriously and investigated thoroughly.
Because of the sensitive nature, complaints of harassment will be investigated with particular care and should remain, to the extent possible, as confidential as possible. Unless circumstances make it impossible, every effort will be made to not require the accuser or accused to meet face-to-face regarding the complaint.

6.10 SMOKEFREE AIR

The Smokefree Air Act prohibits smoking in "public places" and in certain other specifically defined outdoor areas, including but not limited to the following:

A. Public Places, including Public Buildings and Public Vehicles: Smoking is not allowed in public places, including public buildings, vehicles, and motorized equipment owned or operated by the city.
B. In outdoor areas, smoking is not allowed on the "grounds of any public building".
C. Sports Arena: Smoking is not allowed in sports arenas where members of the general public assemble to engage in physical exercise, participate in an athletic competition, or witness sports or other events.
D. Festival or Special Event: Smoking is not allowed at festivals or other special events within the areas of City parks or other City property designated by the City Council or their designee as nonsmoking in connection with the City's permission for the Festival or Special Event to be held

in a city park or on City property.

E. Smoking is prohibited on “playgrounds” and in “park shelters” located on City property, including adjacent areas within 50 feet of playgrounds and park shelters.

Smoking shall be permitted in areas as approved by the Department Director and City Manager. An employee’s failure to abide by this policy and State law may subject the employee to disciplinary action, up to and including discharge from employment.

Complaints about violations of this policy may be filed under the City’s complaint resolution procedure or may be brought directly to the City Manager. No employee will face any discrimination or retaliation for reporting violations of this policy to the City.

6.11 ILLEGAL DRUG AND SUBSTANCE INVOLVEMENT

The City of Clive views illegal drug involvement and substance abuse by employees, both on and off the job, as a significant threat to the safety of fellow employees, the public, and to the maintenance of a safe and productive work environment.

Furthermore, tolerance of illegal drug involvement and substance abuse by its own employees adversely affects the ability of the City to fulfill a major public responsibility as a local government entity charged with the duties of enforcing laws and addressing many of the problems associated with substance abuse. The city is committed to serving as an active and credible force in deterring and, where possible, preventing the abuse of substances within the community. Therefore, the following rules governing employee conduct are established:

Employees, other than law enforcement officials, who discover what they reasonably believe may be illegal drugs, substances, or alcoholic beverages while on the job and on public property or in City vehicles shall immediately notify their supervisor. The supervisor shall secure the area where such items are located and notify the City Manager and Police Department. Law enforcement officers who discover what appear to be illegal drugs, substances, or alcoholic beverages or have such items turned over to them shall handle and maintain the items as evidence in accordance with applicable regulations.

Off-the-job conduct involving the manufacturing, processing, distributing, sale, or possession with intent to deliver illegal drugs or substances is prohibited. A determination regarding whether to discipline an employee for violating this prohibition may be delayed until the conclusion of a criminal prosecution; however, a criminal conviction is not required for the City to impose discipline.

The off-the-job use or possession of illegal drugs or substances may subject an employee to disciplinary action, up to and including discharge. Off-the-job use or possession may also constitute grounds for requiring an employee to undergo evaluation for possible treatment. Employees are strongly encouraged to seek assistance for substance abuse issues before such issues affect job performance or result in violations of City policy. Employees with regular full-time and benefit qualifying part-time benefits may utilize available health insurance coverage, sick leave, vacation leave, compensatory time, and other available benefits to assist with treatment and recovery.

6.12 ILLEGAL DRUG AND ALCOHOL TESTING

A. Purpose and Applicability

The City of Clive maintains a drug and alcohol testing program for employees required to hold a Commercial Driver's License (CDL) and perform safety-sensitive functions as defined by applicable federal regulations. The purpose of this program is to promote public safety, maintain a safe and productive workplace, and ensure compliance with applicable United States Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations, including 49 CFR Part 382 and 49 CFR Part 40.

Employees subject to this policy include those who operate commercial motor vehicles or otherwise perform safety-sensitive duties regulated by federal law.

The City Manager or designee shall serve as the Designated Employer Representative (DER) responsible for administration of the City's DOT/FMCSA drug and alcohol testing program, including compliance with applicable federal regulations, testing coordination, recordkeeping, and Clearinghouse requirements.

B. Prohibited Conduct

Employees subject to this policy are prohibited from reporting for duty or remaining on duty with an alcohol concentration of 0.04 or greater. Employees with an alcohol concentration between 0.02 and 0.039 will be removed from duty for a minimum of twenty-four (24) hours.
Employees are further prohibited from using alcohol within four (4) hours prior to performing safety-sensitive duties, using alcohol while on duty, using controlled substances without a valid prescription that does not impair safe performance, or refusing to submit to required drug or alcohol testing.

Employees who violate DOT drug and alcohol regulations will be immediately removed from safety-sensitive duties and may be subject to disciplinary action, up to and including termination.

C. CDL Testing Program (DOT/FMCSA Compliance)

All testing will be conducted in accordance with 49 CFR Part 40 procedures. CDL employees are subject to the following federally mandated testing:

1. **Pre-Employment Testing**
   Pre-employment testing requires a verified negative drug test result before an employee may perform safety-sensitive duties.

2. **Random Testing**
   Random testing will be conducted on a scientifically valid, random basis, unannounced, and spread reasonably throughout the calendar year. All CDL employees have an equal chance of selection. Random testing will meet or exceed DOT-established annual minimum rates.

3. **Post-Accident Testing**
   Post-accident testing will be conducted following qualifying accidents as defined by federal regulations, including fatal accidents, accidents involving injury requiring immediate medical treatment away from the scene with a citation, and accidents involving disabling vehicle damage requiring towing with a citation. Alcohol testing will be conducted within eight (8) hours and drug testing within thirty-two (32) hours when required. If testing cannot be

completed within these timeframes, the City will document the reasons.

4. **Reasonable Suspicion Testing**
   Reasonable suspicion testing will be conducted when a trained supervisor observes specific, contemporaneous, and articulable signs of drug or alcohol use. Such observations must be documented in writing. Documentation shall include the date, time, observed behaviors, appearance, speech, odors, and other contemporaneous observations supporting the testing determination. When feasible, reasonable suspicion observations should be corroborated by a second, trained, supervisor. Alcohol observations must occur during, just before, or just after safety-sensitive duties.

   For purposes of this policy, a trained supervisor is defined as being responsible for overseeing CDL employees and has completed training on the identification of drug and alcohol misuse in accordance with DOT requirements. Such training shall include at least sixty (60) minutes on alcohol misuse indicators and sixty (60) minutes on controlled substance use indicators as required under federal regulations.

5. **Return-to-Duty Testing**
   Required following a violation of DOT drug and alcohol regulations and prior to returning to safety-sensitive duties.

   Employees who violate DOT drug and alcohol regulations, including positive drug or alcohol tests or refusals to test, must be immediately removed from performing safety-sensitive functions. Employees who violate drug and alcohol regulations must complete the federally required return-to-duty process before resuming safety-sensitive duties, in accordance with 49 CFR Part 40. This process includes evaluation by a qualified Substance Abuse Professional (SAP), completion of any required education or treatment, and a verified negative return-to-duty test result.

   Following return to duty, employees will be subject to follow-up testing as prescribed by the SAP in accordance with federal regulations, including a minimum of six (6) unannounced tests in the first 12 months and potentially extending up to five (5) years. The SAP will determine whether the employee has successfully complied with prescribed education and/or treatment and whether the employee is eligible for return-to-duty testing. A negative return-to-duty drug and/or alcohol test result is required before the employee may resume safety-sensitive duties.

   The City will provide employees with access to DOT-qualified Substance Abuse Professionals (SAPs) through the City's Employee Assistance Program (EAP) provider, AllOne Health. Employees are responsible for selecting an SAP and complying with all education, treatment, and follow-up requirements established by the SAP.

D. FMCSA Drug and Alcohol Clearinghouse

The City complies with all FMCSA Drug and Alcohol Clearinghouse requirements. Pre-employment queries will be conducted before a CDL employee is permitted to perform safety-sensitive functions, and annual limited queries will be conducted for all covered employees. Full queries will be conducted as required with employee consent, and all required violations will be reported to the Clearinghouse.

Employees who refuse to provide required consent for Clearinghouse queries or otherwise fail to comply with Clearinghouse requirements will be removed from safety-sensitive duties and may be subject to disciplinary action, up to and including termination.

E. Refusal to Test

Refusal to submit to required drug or alcohol testing—including failure to appear, failure to remain at the testing site, failure to provide a sufficient specimen, or otherwise obstructing the testing process—will be treated as a violation of this policy. Refusal to test also includes adulterated or substituted specimens, refusal to cooperate with testing procedures, refusal to undergo required medical evaluations, or any conduct determined to constitute a refusal under applicable DOT regulations.

CDL holding employees who refuse testing will be immediately removed from safety-sensitive duties and will be subject to the DOT return-to-duty requirements, including evaluation by a DOT-qualified Substance Abuse Professional (SAP), prior to being considered for return to duty. Employees may also be subject to disciplinary action, up to and including termination.

F. Confidentiality and Recordkeeping

All drug and alcohol testing records shall be maintained in a confidential manner in accordance with applicable federal and state laws. Information will only be released as permitted or required by law. Records will be maintained in accordance with DOT retention requirements.

G. Employee Assistance & Education

Employees are strongly encouraged to seek assistance for substance abuse issues before such issues affect job performance or result in violations of this policy. Employees may utilize available benefits, including health insurance and accrued leave, to obtain treatment.

CDL employees will receive educational materials explaining DOT drug and alcohol requirements, the FMCSA Clearinghouse, return-to-duty procedures, and this policy, including information regarding Substance Abuse Professional (SAP) resources available through the City's EAP provider, AllOne Health. Additional forms and resources, including the City's Request for Medical Review and/or Drug Screen form, are available on the City website:
City of Clive Request for Medical Review and/or Drug Screen Form

H. Policy Administration

The City reserves the right to interpret and administer this policy in accordance with applicable laws and regulations.

6.13 WORKPLACE VIOLENCE POLICY

The City of Clive does not tolerate threats, threatening behavior, and acts of violence against employees, or by employees, or other individuals. Individuals engaging in such behavior will be disciplined, up to and including immediate termination. The prevention, reporting, and management of critical incidents are shared responsibilities of all employees.

The possession of firearms or dangerous weapons (as defined in Iowa Code §702.7 to include, but not limited to, any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length, or any portable device or weapon

directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person) while in a City facility or vehicle, at a City work site, or on work hours is strictly prohibited.

Employees will be allowed to transport their firearms in their personal vehicles with submission of written notification to the employees' Department Director. Upon receiving written notification regarding the transport of firearms the Department Director shall communicate to the City Manager, and a copy of the written communication shall be placed in the employee's permanent personnel file. If at any time concerns are raised and verified by management, restrictions may be placed on the individual and/or the policy may be modified if necessary.
Employees violating this policy may be disciplined up to and including termination.

This policy does not apply to Police Officers or other employees who may be operating within the normal scope of their official duties and using such weapons as tools of their profession.

6.14 HAZARDOUS MATERIALS

An employee has the right to review and make copies of Safety Data Sheets (SDS) kept on file with the City of materials and substances they may be exposed to while performing their duties.

6.15 EYEGLASS REPLACEMENT/REPAIR

For employees working in situations where eyeglasses may be damaged, the City agrees to reimburse those employees for repair or replacement of prescription eyeglasses that are damaged because of working conditions. The maximum reimbursement per employee shall be $250 in any fiscal year. Any VSP insurance coverage the employee is eligible for is to be used first with the City paying the balance up to the $250 limit. An employee whose glasses are damaged because of working conditions shall request reimbursement from their department director. The employee shall be required to submit a copy of the receipt for repair or replacement of the eyeglasses with their request for reimbursement. The request should also include a statement of the circumstances that caused the damage to the employee's glasses. The City will provide up to $200.00 annually per employee for those needing safety prescription eyeglasses. Employees may use their VSP insurance benefit, if applicable, to help offset the cost to the City.

EMPLOYEE CONDUCT AND WORK RULES

7.1 DISCIPLINARY ACTION

Whenever an employee violates any of the policies, regulations, or code of ethics outlined in this employee handbook, the department director or supervisor may institute disciplinary action in any of the categories listed below, depending on the seriousness of the offense committed. These disciplinary procedures are merely guidelines. They are not listed in any order and there is no requirement that any disciplinary action precedes any other action. The city may choose to implement any of the procedures listed, including immediate discharge at any time, depending on the seriousness of the violation. The City reserves the right to change, alter, or terminate any of the disciplinary procedures at any time.

Only the department supervisor, department director, or the City Manager may issue disciplinary actions, which may be oral reprimands, written reprimands, or suspensions. The action (including oral

reprimands) shall be documented in the employee's personnel file. The employee will be notified of such action and will be asked to sign the documentation before it is placed in the personnel file. The supervisor issuing the oral reprimand shall also sign and date the record of conversation.

If the employee refuses to sign disciplinary action, such refusal shall be noted on the document signed by the supervisor, initiated by the City Manager, and placed in the employee's personnel file.

Prior to issuance of a notice of suspension, the nature of the offense is to be reviewed with the City Manager. Any City employee who is suspended is required to turn in their city keys while serving the period of suspension.

7.2 DISCIPLINARY ACTION GUIDELINES

The form and degree of disciplinary action shall be commensurate with the seriousness of the events or conditions giving rise to the need for discipline. Progressive discipline is not required to be practiced regarding the discipline of employees who violate rules and regulations contained herein. Nothing in this disciplinary policy shall be construed to interfere with or supersede rules of discipline and other regulations governing civil service employees.

The following lists are not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

A. That the employee is incompetent, negligent, or inefficient in the performance of their duties

B. That the employee has been abusive in their attitude, language, or has been abusive in their conduct toward fellow employees, superiors, or the public

C. That the employee has violated any lawful or official regulation, order, or rule, or failed to obey any lawful and reasonable direction given to the employee by their supervisor

D. That the employee has taken for personal use a fee, gift, or other valuable thing in the course of work or in connection with employment without reporting its receipt to their department director and the manager

E. That the employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies

F. That the employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence

G. That the employee has directly or indirectly participated in a local political campaign in any manner as to violate any of the regulations set forth in the political activity section of this handbook

H. That the employee has solicited private business for personal reasons during working hours or has used their City position to try to secure or to conduct private business

I. That the employee has made a false statement in their application for employment

J. That the employee has hindered the regular operation of the department because of unauthorized absenteeism ortardiness from duty during regular working hours

K. Reporting to work under the influence of alcohol or a controlled substance/s, possessing, distributing, or consuming alcohol or a controlled substance/s while on duty. If an off-duty employee is called in to work, and they advise the supervisor that they have been socially consuming alcoholic beverages or taken a medication that may diminish their capacity, the employee shall not be required to report for duty. If a scheduled on-call employee is called in to work and is found to have consumed alcohol, is under the influence of alcohol or illegal drugs, or tests positive for alcohol or illegal drugs, the employee will be subject to disciplinary action, up to and including termination.

L. That the employee has used City vehicles or equipment without proper authorization

M. That the employee has been involved and at fault in an avoidable accident on the job in a city vehicle or on City property

N. That the employee has operated City vehicles in an unlawful or hazardous manner

O. That the employee has misappropriated City funds, appropriated City property for personal use without permission, or illegally disposed of City property

P. That the employee has demonstrated conduct unbecoming an employee of the City while on or off duty

Q. That the employee has submitted a false report of their conduct of service

R. That the employee has submitted a false report against another employee

S. A specific failure to meet certain standards of conduct and/or work performance, or a general lack of performance in an area of employment

T. Dishonesty, theft, or fraud

U. Insubordination - refusal to follow orders and instructions directly related to the performance of their job

V. Outside employment that is inconsistent with the City's goals, objectives, and policies, and/or that reflects negatively on the City's operations

W. Violation of the state gift laws as they apply to public employees

X. Unauthorized use of computer-related resources belonging to the City, which include, but is not limited to, computers, computer-related equipment, computer programs, computer systems, or modems

Y. Unauthorized use of City telephones/fax/Internet for personal business

Z. Accepting unauthorized employment while on leave-of-absence

AA. Creating unsafe or unsanitary conditions

BB. Smoking in prohibited areas

CC. Unauthorized use or disclosure of information or records

DD. Refusal to work overtime when a reasonable request is made that allows the employee sufficient time to alter personal plans. If the request to work overtime is due to an emergency situation, the employee needs to be made aware of the importance of the request and barring extreme personal circumstances, they are expected to report for work.

EE. Unauthorized removal of City or a fellow worker's property

FF. Failure to follow procedures outlined in this Employee Handbook

GG. Fighting or horseplay on the job

HH. Representing their personal opinion/s as those of the City of Clive

II. Creating strife, discord, and disharmony among other City employees

JJ. Disclosure of confidential information protected by federal, state, or City law, or commonly recognized as privileged or confidential information

KK. Sleeping while on duty

LL. Display of any type of violence in the workplace

MM. Any other action or failure to act which adversely affects the City, its officers, or employees

NN. Failure to maintain appropriate Iowa driver’s license as required by their job description

OO. Failure to maintain a required concealed weapons permit as required by their job description

PP. Failure to follow established safety policies and guidelines established by their department

QQ. Submits or provides false information

B. In addition, all employees must observe the following rules:

A. All employees shall observe City ordinances and shall exercise reasonable care when driving

any City vehicle.

B. All employees shall always be courteous in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.

C. All employees shall follow established safety policies and guidelines established by their department.

D. Any employee involved in a reportable accident involving City equipment should immediately notify the police and the department director. Vehicles should not be moved until police arrive and take charge of the scene.

E. City vehicles shall be used only for City business. No City vehicle shall be used after working hours unless permission is obtained from the City Manager. All City equipment shall be restricted to assigned departments and shall not be borrowed unless permission is obtained from proper department directors. No City vehicles shall be used for personal errands, personal transportation, or other such business unless permission is obtained from the City Manager.

F. Uniforms provided for employees shall be worn only during working hours or for official City business outside working hours. Uniforms may be worn to or from work, unless department rules specify otherwise, but are not to be worn on any personal activity.

GRIEVANCE AND ETHICS

8.1 GRIEVANCE PROCEDURE

To assure a fair and equitable application of policies, rules, and regulations, full and part-time employees have the right to register an appeal/grievance without being disciplined or discriminated against in any way because of their proper use of the appeal/grievance procedure. Seasonal employees have the right to grieve up to the department director's level only. All appeals/grievances for employees not otherwise covered by a grievance procedure in a collective bargaining agreement shall be pursued in the following manner:

If an employee has a complaint or grievance concerning their job classification, disciplinary action, supervisor, rules, regulations, policies, workstation or its condition, the actions of others, salary, or benefits, they are to do the following:

A. The employee having a specific grievance shall take it first to their immediate supervisor who shall respond within seven (7) calendar days.

B. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 1 answer, present the written grievance to the appropriate department director who shall respond within seven (7) calendar days.

C. If the matter has not been resolved to the employee's satisfaction, the employee may then, within seven (7) calendar days of receipt of the Step 3 answer, present the written

grievance to the City Manager, who will respond within fourteen (14) calendar days. The City Manager's decision shall be final and binding.

The City of Clive Appeal/Grievance Report can be found in Clive365 or by clicking on this link.

8.2 POLITICAL ACTIVITY

An employee shall not engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with duties as an employee of the City or with the duties, functions, and responsibilities of the department by which they are employed.

To serve the best interests of the employee, taxpayers, and the City government, it is the policy of the City of Clive to restrict certain types of political activity without infringing upon the employee's right to exercise their suffrage as citizens. The purpose is to safeguard the employee from pressure to support any political party or person financially or otherwise. Another important reason is to safeguard the interest of the public who all municipal employees must serve without political bias and without regard to their political opinions or affiliations.

This policy has been developed not to restrict one's constitutional rights, but to emphasize and protect the neutrality of public service personnel.

Therefore, employees are prohibited from:

Using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

Directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee organization, agency, or person for political purposes.

Having political campaign items in their offices, City facilities, in City vehicles, or to wear such items on their person while on duty. Campaign items that have been retrieved due to having been illegally placed on City property and are being transported for disposal are exempt. Employees are allowed to have campaign bumper stickers on their personal vehicles.

The use of the following in political advertisements is prohibited, and City employees shall not facilitate or accommodate such use:

- City property not normally accessible to the public
- Employees in uniforms that display City insignia and logos or any use of City employees while on City time
- City equipment

In practice, this means that candidates will be prohibited from attending City staff meetings. Also, they will be requested not to use film footage of such attendance that may have been taken during meetings prior to the start of their campaign, filming for political purposes on City property not normally accessible to the public will be prohibited, filming of City equipment for political purposes

would be prohibited, including the use of police and fire vehicles, and that City employees will be prohibited from appearing in political advertisements wearing City equipment or City insignia or logos.

On the other hand, employees on their own non-working time, shall be permitted to:

1. Express their opinions on political subjects and candidates.
2. Take an active part in political management and political campaigns.
3. Campaign for a candidate in a partisan election by making speeches or writing on behalf of the candidate.
4. Attend political rallies or partisan campaign meetings.
5. Transport voters to the polls for the voters' convenience
6. Make voluntary contributions to a political party or organization.

All full-time employees of the city who wish to seek election to the City Council must take a leave of absence from City service. This leave begins with the first formal activities of the employee to obtain nominations or election to the office and will end upon completion of all activities with the office or the campaign, if not elected.

Employees may not engage in partisan political statements, including attending political rallies or campaign events, during paid work time or while otherwise acting in an official capacity on behalf of the City.

Employees are prohibited from using City resources, including uniforms, logos, equipment, or identification, in connection with any partisan political activity, or in any manner that could reasonably imply City endorsement of a candidate, campaign, or political position.
Nothing in this policy is intended to restrict employees' rights to engage in lawful political activities while off duty and not representing the City.

This policy does not apply to employees who are authorized, as part of their official duties, to participate in legislative or governmental affairs, including attending legislative sessions, meeting with elected officials, or advocating on behalf of the City's interests.

8.3 PURCHASING POLICY
All items purchased for the city must be properly authorized. Failure to obtain approval encourages waste, fraud, and abuse. Consequently, employees found not abiding by the system will be subject to disciplinary action, up to and including dismissal.

8.4 GIFTS OR GRATUITIES
The requirements imposed by the Code of Iowa shall apply to all gifts to elected or appointed officials and City employees or their families. City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. When an employee receives any offer because of their status as a city employee, such receipt must be reported in writing at once to the department director, and the retention of the gift will be based on the City Manager's recommendation to and approval by the Mayor.

8.5 CONFLICT OF INTEREST
General

It is the policy of the City that no elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official of the City is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly, shall have any personal material interest or outside affiliation which would likely produce a conflict between their self-interest and proper performance of the elected or appointed official's or employee's duties. No knowledge gained by any elected or appointed official or employee in their role as such shall be used in such a manner as to cause a conflict between their personnel interest and the City's interest. All elected or appointed officials or employees shall conduct their personal affairs to avoid any conduct that may adversely affect or appear to affect the judgment of the elected or appointed official or employee.

The following guidelines are hereby established with respect to this policy:

1. Personal Financial Interests

Elected or appointed officials or City employees, or the spouse or minor child of an elected or appointed official or City employee, or a firm of which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly should avoid participating financially, directly or indirectly, in any business enterprise which might influence, or be thought to influence, the official decisions or actions of the elected or appointed official or City employee. In making judgments regarding such participation, they should consider whether their financial interests in any such business enterprise that has or may have a business relationship with the City represents a substantial portion of their net worth or a substantial portion of the ownership of such business enterprise.

2. Outside Affiliations

No salaried City employee shall hold any position with any other business enterprise or governmental body which would conflict with or reasonably might be likely to conflict with the proper performance of their civic duties or responsibilities or which might tend to influence their impartial judgment with respect to dealings between the City and such other business enterprise or governmental body without full and complete disclosure to the City Council or Mayor.

Disclosure

If any time an elected or appointed official or City employee, or the spouse, or minor child of an elected or appointed official or City employee, or a firm which the elected or appointed official or the City employee is a partner or a corporation of which the elected or appointed official or the City employee holds ten percent or more of the stock either directly or indirectly finds that they are considering the assumption of a financial interest or outside relationship which reasonably might involve a conflict of interest with the City or with respect to which they are in doubt as to whether it does or might conceivably conflict with the official duties of the elected or appointed official or City employee, it shall be the duty of the elected or appointed official or City employee to make timely disclosure of the facts relating thereto to the Mayor, council, City Manager, or department director, which is their immediate superior or the commission, board, or committee which they are a member of in order that an objective and impartial evaluation thereof may be made and conflict avoided. Under such circumstances, except as otherwise instructed by the city after the full disclosure of the facts, they should refrain from exercising responsibility in any matters concerning the city which reasonably might

be considered to be affected by their self-interest.

8.6 PRESS RELEASES

To ensure accuracy and timeliness, the City Manager, Assistant City Manager, Communications Specialist, or designated department director must review and approve press releases before distribution. Please see the Clive Communications Policy and Toolkit for further information.

8.7 USE OF CITY TELEPHONES

- Employees shall observe the rules of telephone courtesy in receiving and placing calls.
- Employees are permitted to use City telephones for personal reasons only in cases of absolute necessity. This is a privilege and not a right and may be withdrawn by the department director if abused through excessive use, or if telephoning causes interference with work duties.
- Toll calls for personal reasons may be made only with the approval of the department director and at the employee's expense.
- Employees shall discourage people from telephoning them at work for personal matters.

8.8 SOLICITATION, SELLING, AND PEDDLING AMONG EMPLOYEES

Unless authorized by the City Manager, solicitation among City employees during working hours for charitable or any other purpose, and selling of tickets, chances, magazines, or merchandise of any kind is only allowed on employee break room tables, employee bulletin boards, or in the employee newsletter. Employees shall not engage in oral solicitation for any purpose during working time.

8.9 CLIVE LOGO

The City's logo, while only one component of what comprises the City's identity, is a communication tool and asset that must be protected and nurtured. The Brand Standards Handbook is the guiding policy document setting the standards for usage and presentation of the logo and establishes specifications for printed or other visual pieces. All employees are responsible for maintaining the standards established in the Brand Standards Handbook. A copy of the handbook can be found on Clive365, the City's Intranet.

When any purchase is being planned which will include the use of the Clive logo, the City Manager must approve the use of said logo before such purchase is made. Whenever anything with the Clive logo is to be disposed of, it must be disposed of properly. Donating an item (for example to Goodwill) is not acceptable.

8.10 CLIVE NAME

Employees may not use the City's name or represent themselves as the city to enter any type of contest. No contests may be entered while employees are on duty (example: call-in radio station contests).

8.11 PERSONAL MAIL/POSTAGE

Employees shall not use the addresses of City facilities for receipt of personal mail. Use of the City's postage machine/system for personal correspondence is prohibited.

8.12 FALSE CLAIMS ACT

The Federal False Claims Act is a federal statute that establishes liability for knowingly presenting or causing to be presented a false or fraudulent claim for payment to the United States government or to

a government contractor. This includes claims submitted to Medicare or Medicaid.

Violating the False Claims Act is a very serious matter. Employees may be subject to substantial civil monetary penalties for EACH false claim submitted, may be required to pay three times the amount of damages sustained by the United States government, and may also be excluded from participation in Medicare and Medicaid.

Examples of practices that may violate the False Claims Act if done knowingly and intentionally include the following:

- Billing for services not rendered
- Knowingly submitting inaccurate claims for services
- Taking or giving a kickback for a referral

8.13 WHISTLEBLOWER PROTECTION

State and Federal law contain protections for disclosing potential billing problems. These protections may include employment reinstatement and back pay. The False Claims Act also includes a "qui tam" provision that allows any person with actual knowledge of a False Claims Act violation to file a lawsuit on behalf of the United States Government. If the government determines that the lawsuit has merit and decides to join, the United States Department of Justice will direct the prosecution of the lawsuit. If the government decides not to join in the lawsuit, the person who filed the lawsuit on behalf of the government can continue the lawsuit on their own.

Memo

TO: Mayor and Council members
FROM: Mela Nisic, Human Resources Specialist
DATE: June 25, 2026
RE: Resolution Approving Job Description For Various Positions

SYNOPSIS:
Approval of job descriptions for the newly created Recreation Specialist.

Attachments:
1. Resolution
2. Recreation Specialist Part-Time

RESOLUTION NO. _____

Resolution Approving Newly Created Job Descriptions For Various Positions

WHEREAS, as an ongoing personnel matter, the City of Clive is desirous of approving the newly created Recreation Specialist (Part-Time) and the Police Mental Health Co-Responder (Full-Time) positions with the City of Clive.

WHEREAS, the City of Clive has prepared the job descriptions for the Recreation Specialist (Part-Time) and the Police Mental Health Co-Responder (Full-Time) positions with the City of Clive. WHEREAS, after reviewing such descriptions, the City Council desires to approve such job descriptions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the amended and new job description for the positions listed above, as presented to the City Council on this date, are hereby approved by the City Council.

PASSED AND APPROVED this 25th day of June 2026.

_____
John Edwards, Mayor

ATTEST:

_____
Matthew Graham, City Clerk

POSITION

Recreation Specialist Part-Time

FLSA CLASSIFICATION

Non-Exempt

FACILITY AND WORK AREA

City of Clive Parks and Recreation Facilities and other locations generally within the City of Clive.

JOB SUMMARY

Under the administrative direction of the Recreation Manager or Recreation Coordinator, performs a wide variety of functions in the area of recreation programming. Assists the Coordinator in planning, coordinating, and overseeing recreation programs and facilities.

JOB FUNCTIONS

Examples of Essential Job Functions

- Assists in the planning, implementation, and supervision of recreational activities and events, and staff. Provides guidance to subordinates regarding planning, scheduling, and assignment of duties within all leisure service areas.
- Monitors assigned programs for safe and efficient operation. Interacts with program participants and seeks feedback.
- Oversees lesson or program plans (activities, crafts, field trips, guest speakers).
- Completes and enters program registrations. Assist with daily records, attendance sheets, incident reports, and accident reports.
- Assist in scheduling and evaluation of staff and volunteers.
- Handles public concerns, problems, or suggestions calmly and professionally.
- Creates promotional items and materials. Assists as needed for the purchasing of supplies for recreation programs.
- Regular attendance is essential for this position.

Other Job Functions

- Attends orientation and training sessions as required.
- Other duties as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Physical Activities

Reaching, pushing, pulling, lifting, finger dexterity~~ing,~~ talking, hearing, sitting, climbing, walking, stooping kneeling.

Vision Requirements

The minimum for those whose work is involved primarily with extensive reading, preparing, analyzing text and/or data, and the use of a computer terminal.

Physical Characteristics of the Job

Medium work exerting up to fifty (50) pounds of force occasionally, and/or up to twenty-five (25) pounds of force frequently.

Environmental Characteristics

The work is performed both inside and outside and includes seasonal exposure to heat and cold. The work may expose the employee to unpleasant social situations, significant work pace pressures and irregular work hours.

Equipment and Materials Used

Various recreation and sports equipment, n~~N~~etwork computer including keyboard, monitor, mouse, and printer, copy machine, photographic equipment, calculator, thermometers, potentially hazardous chemicals, general office equipment, MSDS information, mobile radio, cell phone, fax machine, various sports rules and policies.

EMPLOYMENT STANDARDS

Required Knowledge, Skills, and Abilities

- Ability to think logically and follow written, verbal or diagrammatic instructions and to solve problems with several abstract and concrete variables.
- Knowledge of the facilities and proper use of recreation and other equipment.
- Ability to help supervise and interact with recreation participants.
- Ability to establish and maintain effective working relationships with superiors, co-workers and the public; ability to tactfully address a wide array of social situations.
- Knowledge of safety precautions and regulations regarding recreation programs.

EDUCATION, TRAINING, EXPERIENCE

Education Required	High School diploma or equivalent HiSET/GED required.
-Education Preferred	Bachelor's degree (B.A./B.S.) or currently pursuing a bachelor's degree in recreation, parks and recreation management, education, or a related field preferred.~~BA/BS on in pursuit thereof preferred.~~
Experience Required	Any work in recreation programming is preferred. Experience working with children.

Required Special Qualifications

- Possess or be able to obtain a valid Iowa Driver's License and have a good driving record for the past three years.
- If transporting program participants via 15-passenger vans, a Class D ~~–~~ Chauffeur's ~~License with~~License with Endorsement 3 is required. Full reimbursement for obtaining the license and endorsement is available.
- First Aid and CPR are required. The City of Clive will offer First Aid and CPR training to employees if you do not currently possess either.
- Must be 18 years of age.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

Memo

TO: Mayor and Council members
FROM: Elizabeth Hansen, Director of Administrative Services
DATE: June 25, 2026
RE: Resolution Amending Staff Pay Rates for FY 2026-2027

SYNOPSIS:
Annual salary resolution fixing pay rates for employees for the 2026-27 fiscal year. The wage rates are submitted in the Employee Handbook using the council-approved Pay Matrix, Salary Matrix Table, and performance evaluation scores. The electronic performance evaluation tool in NeoGov was used to facilitate the evaluations and ratings.

The overall citywide salary increase is projected at 5.73%, with the average union increase 6.91% per collective bargaining agreements and.5.15% for non-union based on the merit pay matrix. Overall, the wage expense will be slightly over by .73% of the FY 26-27 budgeted amounts if all budgeted full and part-time hours are worked.

Attachments:
1. FY27 Wage Resolution
2. FY27 Wage Res - Support

RESOLUTION NO. _____

RESOLUTION AMENDING STAFF PAY RATES
FY 2026–2027

WHEREAS, the City of Clive has established pay rates for staff of the City for the 2026–2027 fiscal year; and

WHEREAS, the City Council of the City of Clive desires to amend the staff pay rates for the 2026–2027 fiscal year;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the attached staff pay rates for employees of the City of Clive for the FY 2026–2027 are hereby amended by the Clive City Council.

PASSED AND APPROVED THIS 25th day of June 2026.

By_____

John Edwards, Mayor

ATTEST:

_____

Matthew D. Graham, City Clerk

FY 2026-27 (Effective 7/1/2026)

Employee	Hourly Rate
ALLEN, CHRISTOPHER M	25.12
ANDERSON, AARON	28.24
BAIR, NATHANIEL L	21.35
BOBST, BRENDAN	21.35
BOLANOS, GABRIEL P	21.35
BURGGRAAF, CYNTHIA	21.91
DAFT, KALEB	24.87
DAVIS, AUSTIN	20.52
DAVIS, HANNAH MARIE	32.78
DAVOL, JUSTIN	20.52
DRAGER, JESSICA LYNN	24.94
EDWARDS, TRACY MICHELE	25.55
EVANS, NICHOLAS JOHN	32.78
FIELDING, AMANDA	17.45
GRAHAM, BENJAMIN	20.52
GREGG, LIZ	20.55
HAATS, KARLA	21.91
JACKSON, JENNIFER	25.90
KUHLERS, JULIE KATHLEEN	23.49
LEWIS, JACK	20.52
LOVAN, KARA	16.11
MATEER, ROBERT EVERETT	28.01
MCCARGAR, BARBARA L	20.99
MILLER, JEFFREY LAWRENCE	35.61
MUERNER, MARK W	21.35
NIEBLING, SUZANNE PIEL	25.79
NORTON, PATRICK D	28.01
OLINGER, WENDY	24.40
OLNEY, WENDI L	25.66
PALMER, JEFFREY CHARLES	32.78
PEARSON, LAUREN	25.42
PEDERSEN, TYLER	25.12
POWELL, JUSTIN	26.97
SCHILTZ, NATHAN F	21.35
SCHMIDT, RACHEL E	31.78
SCHUT, JOSHUA J	34.28
SHAFFER, CHET WAYNE	31.56
SMITH, REED	27.16
SOMSKY, ROBERT J	35.95
SPOSETO, CADEN D	25.12
SWINGER, EMILY RAE	23.33
TONEY, DENISE	20.65
TRAMMEL, SARA	16.34
WEBB WIKERT, KATHRYN	24.94
WHALEN, CINDY	25.18
WILLIS, TREAVER	29.39
WOOD, DANIEL J	28.01
YOST, KERRI	21.91

Employee	Salary
ADAMS, ALEXANDRA	66,135.18
ALARCON, MARITZA	81,985.44
ANDERSON, NICHOLAS H	100,609.60
ANNIS, JERAD	90,645.69
ANNIS, JEREMY DEAN	103,096.89
BELIEU, TIFFANY	75,364.58
BERRY, CHASE	74,763.17
BERRY, LANDON	68,780.81
BOES, ABBY	84,599.87
BOSTON, BRYCE	68,241.77
BOYLE, BLAKE R	118,220.19
BROWN, CHRISTOPHER GLENN	100,609.60
BROWN, KEVIN	70,539.17
BROWN, NICHOLAS S	83,606.58
BROWN, RICHARD R	165,200.12
CARLSON, BRETT	64,536.64
CHRISTENSEN, TRENT E	82,839.00
CLARK, DEVANTE LAKWAN	100,493.51
CLEMENSON, TONY ANTHON	117,225.91
CLEMENT, LUKE	97,314.36
COLEMAN, MAURIO D	100,609.60
CRANNELL, BLAKE ALEXANDER	93,803.64
CRILLY, JONAH	68,558.64
CUNNINGHAM, COLTON	111,500.00
CYGAN, JONATHAN	130,176.00
DAFT, NOLAN PRICE	108,380.11
DANIELS, KYLE D	89,497.76
DAVIS, KARI	83,176.08
DE KOCK, PETER HARVEY	173,766.53
DELKER, ALAN	86,483.28
DOLSEN, MICHAEL J	100,493.51
EASTMAN, COREY L	114,357.53
EBLEN, ZACHARY	62,487.18
ELDER, MOLLY	89,998.60
FARLOW, KURT A	101,913.34
FAULKNER, ANDREW	97,086.25
FELT, DANIEL L	91,585.01
FREESTONE, JERRY DEAN	130,185.86
GARCIA, CLAYTON M	163,741.21
GIBBS, JONATHAN	98,240.67
GLAZA, JASON MICHAEL	93,566.20
GLENDY, GREGORY T	118,090.93
GOELLER, JOHN S	85,082.14
GRAHAM, MATTHEW D	130,607.07
GRUTZMACHER, AMANDA M	109,481.55
GUNN, JAYSON ALLEN	88,899.48
HADENFELDT, DAVID	87,585.68
HANSEN, ELIZABETH	163,684.61
HARING, LOGAN	73,177.60
HARKEN, DENNIS E	147,412.60
HAWK, GAGE	87,570.84
HERZOG, DAMON D	146,770.00
HUDSON, CADEN	86,483.28
HUFF, BRANDON	67,969.84
JACOBSON, RYAN J	62,784.74
JAMES, JESSE R	89,698.82
JOHNSTON, ADAM	120,546.29
JOLLEY, JULIE	93,495.21
JORGENSEN, JETT R	81,753.56
KALLEM, ERIC J	131,984.07
KELLER, STEPHANIE	138,703.48
KEMPNICH, BRIAN P	109,738.42
KUZHIKANDATHIL, JAMES A	121,810.63
LAMP, JEFFERY	84,599.87
LASS, DANIEL	86,897.03
LEITING, COLIN	67,758.36
LEWIS, LUKE	69,109.48
LEWIS, ZACKARIAH	62,784.74
LLAMAS, EMILY	52,757.56
LUCAS, JEFFREY SCOTT	122,865.26
LUNDQUIST, BRAD	86,483.28
MARQUARDT, STEPHANIE JEAN	75,780.51
MARTIN, COLBY WADE	102,120.13
MAY, JEFFREY M	187,450.82
MAYER, RYAN A	144,004.64
MCCARL, KIMBERLY K	75,360.83
MCGILVRA, ADAM STEVEN	100,493.51
MCGUIRE, JULIA ANNE	75,237.14
MCKINNEY, MATTHEW JAMES	82,697.95
MEASE, ABBEY	63,893.26
MEINERT, ARICK FRANCIS	100,493.51
MERTENS, MARK RANDALL	96,987.38
MORRIS, REBECCA	119,951.68
NAPIER, PATRICIA HUBBARD	98,918.27
NELSON, CUTTER	68,079.69
NELSON, TERYL L	99,950.86
NIELSEN, JOSEPH C	108,034.33
NISIC, MELA	94,812.21
NIXON, GRANT ROBERT	94,501.29
NUSS, JEFFREY D	109,168.24
OLLENDIKE, DOUGLAS B	199,762.94
OSBORN, RYAN JOSEPH	97,314.36
PARMELEE, CONLEN	79,979.12
PASCO, JOEL A	114,551.14
PENA MENDEZ, MARIO	65,153.91
PETERSON, ANDREW	63,379.85
PETERSON, TANNER	62,864.36
PFAFF, RYAN DANIEL	92,768.96
PHELPS, LINDSEY A	91,645.91
PHILIPS, COREY MICHAEL	123,028.12
PIERSMA, ISAAC	76,919.96
PITEO, SHANE	87,570.84
POTRATZ, TIERYN	71,721.26
PURVIS, KATHRYN	88,984.96
RAMSEY, MARY A	89,145.37
RANDEL, KALEB	79,738.81
RECCHIA, KELLY MICHELLE	100,493.51
REHBERG, MARK L	173,127.96
ROLFES, RYAN	74,317.78
RUNKEL, CALEB	85,110.22
SALTMARSH, CHRIS A	101,913.34
SAUSER, LINCOLN	59,511.60
SELLE, MARGARET	90,645.69
SEVERIN, COURTNEY	93,803.64
SEYMOUR, CONNER A	62,864.36
SHALON-DEUR, DEANNA	94,124.72
SHARON, TREY	59,511.60
SNOBERGER, NATASHA	60,648.65
STEVENS, JASON J	105,739.86
SWENSON, RICK FRANCIS	84,736.12
SYED MOHAMMAD, ISLAM	84,599.87
TATMAN, JOSHUA R	78,787.68
THANT, AUNG	81,753.56
THAYER, SARAH	84,599.87
THIELEN, JEFFRY B	143,668.25
TOKUHISA, RAI	117,731.94
TOWNES, DALTON	84,599.87
VENTO, DILLON	97,198.40
WATKINS, ANDREW ROBERT	98,730.21
WEILER, TRENT JOSEPH	107,912.33
WELLING, ALYSSA	60,520.63
WIRTH, MADISON E	69,439.85

Memo

TO: Mayor and Council members
FROM: Mela Nisic, Human Resources Specialist
DATE: June 25, 2026
RE: Resolution Approving the Public Works Grade Pay

SYNOPSIS:
Attached is a Resolution approving grade certification pay for certain Public Works positions. This pay would be supplemental pay, not included in the base pay. Some cities may include the requirement to be certified in the base rate; however, Clive would pay upon completion and certification for career development. Please see the attached Grade Pay Chart included in the packet.

Attachments:
1. Grade Pay - 2026-04-23 - Revised
2. Resolution

Resolution No: _____

Council Approved: _____

Require License/Certifications for Supervisors and Senior Operations Specialists

License/Certification Requirements for Supervisors & Senior Operation Specialists

Position	Division	Water License			Sanitary Collection		Traffic	
		1	2	3	1	2	IMSA Tech 1	IMSA Tech 2
Administrator				X		X		X
Supervisor	Traffic		X		X			X
Supervisor	Sewers		X			X		
Supervisor	Streets		X		X			
Supervisor	Water			X	X			
Senior Operations Specialist	Traffic		X					X
Senior Operations Specialist	Sewers		X			X		
Senior Operations Specialist	Streets		X		X			
Senior Operations Specialist	Water			X	X			
Senior Operations Specialist	Mechanic	X			X			
Senior Operations Specialist	ROW	X						X

Positions eligble for each license/certification pay

Water Grade 3 - Water Supervisor, Senior Op Spec Water, 1 other Supervisor, 1 Op Spec
Water Grade 2 - 3 non-water Supervisors, 3 non-water Senior Op Specs, 2 Op Specs
Water Grade 1 - Senior Op Spec Mechanic, Senior Op Spec ROW, Available to Everyone
Sanitary Sewer Collection 2 - Sewer Supervisor, Senior Op Spec Sewer, 1 Op Spec
Sanitary Sewer Collection 1 - Senior Op Spec Mechanic, Available to Everyone with up to 2 Op Spec having an IMSA Tech 1 in lieu of Sanitary Sewer Collection 1
IMSA Tech 2 - Traffic Supervisor, Senior Op Spec Traffic, Senior OP Spec ROW, Available to 1 Op Spec in lieu of Sanitary Sewer Collection 2
IMSA Tech 1 - Avaiable to up to 2 Op Spec in lieu of Sanitary Sewer Collection 1
Note: Extra Pay Not Proposed for IDOT Work Zone
An Employee is not eligible for both Sanitary Sewer Collection pay and IMSA pay. They are only eligible for one or the other.

Additional Cost of Licenses/Certifications and Senior Positions

License/Certifications	Additional Hourly Pay	Maximum # Proposed	
Water Grade 3 ($1.00/hr)	$ 2.00	4	
Water Grade 2 ($0.50/hr)	$ 1.00	8	
Water Grade 1 ($0.50/hr)	$ 0.50	11	
Sanitary Sewer Collection 2 ($0.25/hr)	$ 0.50	3	
Sanitary Sewer Collection 1 ($0.25/hr)	$ 0.25	20	
IMSA Tech 2 ($0.25/hr)	$ 0.50	4	with 1 in lieu of Sanitary Sewer 1
IMSA Tech 1 ($0.25/hr)	$ 0.25	6	with 2 in lieu of Sanitary Sewer 1
Extra for Senior Operations Spec	$ 2.00	6	

Note: Example - Grade 3 license pay based on $0.50 for Grade1, $0.50 for Grade 2 & $1.00 for Grade 3

RESOLUTION NO._____

RESOLUTION APPROVING PUBLIC WORKS GRADE PAY

WHEREAS, the City desires to provide competitive wages per the Public Works Grade Pay, and;

WHEREAS, following approval of the Public Works Grade Pay, the City desires to utilize and follow this pay matrix effective July 1, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the amended City of Clive Public Works Grade Pay is hereby approved and accepted by the Clive City Council and the Mayor is hereby authorized and directed to execute said agreement on behalf of the City; and the City Clerk is hereby authorized and directed to attest to the signature of the Mayor to same.

PASSED AND APPROVED THIS 25TH DAY OF JUNE 2026.

By: _____
John Edwards, Mayor

ATTEST:

By: _____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Mela Nisic, Human Resources Specialist
DATE: June 25, 2026
RE: Approve Pay Rate - Natasha Snoberger - Administrative Specialist - Police - $36.54/Hr - Effective 7/5/2026

SYNOPSIS:
Approval of the promotion of the current Administrative Assistant to Administrative Specialist. Natasha has served in the Administrative Assistant role since March 2024 and has demonstrated the knowledge, skills, and abilities necessary to successfully perform at the Administrative Specialist level. Prior to joining the City of Clive, she served as the City Clerk for the City of Minburn, bringing valuable municipal government experience to the organization. This promotion recognizes Natasha's continued professional growth, experience, and contributions to City operations.

Attachments:
1. Offer Letter
2. Admin Spec Police Job Description
3. Resume

Memo

TO: Natasha Snoberger

FROM: Matt McQuillen, City Manager

DATE: June 18, 2026

RE: Employment Offer

Clive

Distinct by Nature

City Manager

It is my pleasure to offer you the opportunity to become the next Administrative Specialist for the City of Clive. I look forward to your continued growth as you assume the additional duties required for this new role.

I anticipate, dependent upon your acceptance, to have the recommendation before the City Council on June 25, 2026. As for all non-union staff, the Clive Employee Handbook is the controlling document for employees. In summary, the following is proposed:

Start Date:	July 5, 2026
Beginning Salary:	$36.54/Hour
Employment Status:	Non-Exempt, Full-Time
Supervisor:	Mark Rehberg, Police Chief

As you review the offer and our Employee Handbook, please feel free to contact me with questions you may have regarding your employment. If the above is acceptable, please sign in the space provided below and return at your earliest convenience.

I look forward to you continuing as a member of the Clive Police Department and hope this next step in your role is both enjoyable in the years to come.

Natasha Snoberger 6/19/26

Natasha Snoberger Date

Matt McQuillen 6/18/26

Matt McQuillen, City Manager Date

The offer is contingent upon the Clive City Council approval of the recommended wage rate.

City of Clive (IA)

Administrative Specialist - Police

CLASS CODE	ADMINSPECPD	**SALARY**	$28.08 - $37.78 Hourly
REVISION DATE	July 01, 2025		

JOB SUMMARY

Under general limited supervision of a department director or their designee, performs various specialized administrative, technical office, or clerical duties. Work requires coordination and implementation of assigned activities and special projects, independent judgment, problem-solving, and the ability to establish and maintain effective working relationships, both external and internal, with the City organization. The job entails receptionist duties, billing, word processing, spreadsheet, database work, or other department-specific administrative duties. Performs other duties as required.

JOB FUNCTIONS

Examples of Essential Job Functions

- Performs data entry, word processing, proofreading, filing, and other clerical duties as directed; reviews information for completeness and prepares reports.Instruct residents moving into or within the City of procedures necessary to obtain various services; communicates necessary service order instructions to the appropriate department.
- Accountable for financial processes and reports within the department.
- Maintains adequate office supplies in accordance with the purchasing policy.
- Performs duties pertaining to confidential data and information.
- Organizes and maintains filing systems in electronic and paper format; maintains records related to specific assignment areas.
- Performs specialized duties by department functions, including directly assisting professional and technical staff members and Department Directors.
- Compiles information into monthly and annual statistical and other reports.
- Keeps supervisor and others fully and accurately informed concerning work progress, including present and potential work challenges and suggestions for new or improved ways of addressing such challenges.
- Assists in locating information for supervisors, department directors, other employees, consultants, and the public as necessary.
- Makes copies of and prepares newsletters, drafts of letters, memorandums, presentations, press releases, resolutions, ordinances, contracts, requests for proposals, administrative policies, forms, and contracts as assigned.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

- Assists individuals in the office waiting for interviews, appointments, information, licenses, permits, and notarization; provides direct assistance or directs inquiries to the correct department or person.
- Regular attendance is essential for this position.

Other Job Functions

- Assists other City departments as directed.
- Assists other team members as necessary for successful department outcomes.
- Seeks to find process improvements within their areas of responsibility.
- Performs other duties as apparent or assigned.

EMPLOYMENT STANDARDS AND QUALIFICATIONS

Required Knowledge, Skills, and Abilities

- Ability to think logically and follow written, verbal or diagrammatic instructions using several abstract or concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages.
- Ability to make appointments and process mail, ability to compose original correspondence, some knowledge of legal terminology, and substantial contact with people.
- Considerable knowledge of modern office procedures and practices; ability to operate computer hardware and software in an efficient and effective manner.
- Ability to establish and maintain an effective working relationship with superiors, co-workers, and the public; ability to handle various social situations.
- Ability to comprehend and implement departmental policies, routines, and standard operating procedures; ability to address issues involving confidential information.
- Knowledge of the municipal organization, its functions, and the relationships within the municipal government and with other levels of government.
- Ability to organize and prioritize schedules and expedite assignments in a timely fashion.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies, and training.
- Ability to think and act independently within a specific set of standards.
- Ability to coordinate and communicate with all impacted parties, both internal and external.
- Ability to conduct special assignments within a specific department.

Education Training and Experience

Required Education

High school diploma or equivalent (GED/HiSET).

Preferred Education

Associate's degree majoring in business, public administration, office management, or other related fields.

Required Experience

At least five years of detailed orientated and similar related experience.

Preferred Experience

Seven to ten years of progressive responsibility and related experience.

Required Special Qualifications

- Shall be bondable.
- Possess or be able to obtain a valid Iowa driver's license and have a good driving record for the past three years.
- Shall be available for off-hour emergencies and/or work assignments.

PHYSICAL AND ENVIROMENTAL CHARACTERISTICS

Required Physical Activities

Sitting, Kneeling, Reaching, Finger Dexterity, Talking, Hearing, Repetitive Motions.

Physical Characteristics of the Job

Light work exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

Environmental Conditions

The work is performed primarily in an office environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure and at times irregular work hours; may occasionally perform outside activities such as running errands, etc.

EQUIPMENT AND MATERIALS USED

Computer hardware and software, computer network, general office equipment, calculator, Code of Iowa, City of Clive Code of Ordinances, telephone, mobile devices, postage machine, fax machine, photocopier, car/light pickup.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

Other Requirements

APPENDIX TO: Administrative Specialist
DEPARTMENT: Police
REPORTS TO: Police Chief

Additional Essential Job Functions

- Work with law enforcement-specific systems such as TRACS, NCIC, UCR/NIBRS
- Perform quality control tasks on written police records.
- Performs duties of a Jail Monitor as needed.
- Prepares various reports as directed.
- Archives electronic reports and citations of Iowa Department of Transportation (IDOT) reports.
- Compiles and audits statistics and case reports.
- Monitors and accept payments for False Alarm charges and tracks tickets for non-payment.
- Has frequent contact with all patrol supervisors and officers.

- Fosters a positive working relationship and sharing of information with the patrol division and administrative staff.
- Assists and works cooperatively with other city staff and departments.
- Aids other law enforcement agencies as needed.
- As approved, attends conferences, workshops, and seminars to update knowledge and skills.
- Regular attendance is essential for this position.

Other Job Duties

- Codes bills for payment; assists supervisor with monitoring the current budget.
- Prepare and copy video recordings for court or public release.
- Prepare and copy written police reports for court or public release.
- Ability to perform all job duties safely and in accordance with applicable rules, guidelines, policies, and training.
- Other duties as apparent or assigned.

Required knowledge, Skills, and Abilities

- Ability to solve a wide range of intellectual and practical problems.
- Ability to understand non-verbal symbolism and comprehend abstract concepts.
- Ability to perform arithmetic, algebraic, and geometric calculations.
- Ability to write clear, concise, grammatically correct reports.
- Ability to use a telephone.
- Knowledge or municipal, county, state, and federal criminal, motor vehicle, and related laws, ordinances, codes, and administrative rules.
- Ability to effectively work with the Chief of police, police department supervisors, officers, and staff, and other city staff. Ability to work amicably as a team to accomplish individual, department, and city assignments and goals.
- Ability to exercise sound judgment in evaluating situations and in making decisions.

Preferred Experience and Skills

- CALEA
- Law enforcement-specific systems such as TRACS, NCIC, UCR/NIBRS
- Strong Microsoft Office skill
- Strong organizational skill

N | S

NATASHA SNOBERGER

1830 Q Ave, Madrid IA

(319) 330-7338

Tashamartin07@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented administrative professional with experience in municipal government, records management, and public communications. Skilled in coordinating interdepartmental operations, maintaining confidential records, and managing public-facing communications. Recognized for strong organization, communication, and problem-solving abilities with a proven background in public service, compliance, and community engagement.

EXPERTISE

Planning and organizing

Social media & Community Outreach

Records Management

Website Management

RMS Systems

Team Collaboration

Administrative Operations

Excellent communication

Critical Thinking

Problem solving

EDUCATION

DES MOINES AREA COMMUNITY COLLEGE

BIOTECHNOLOGY GENERALSTUDIES

ADDITIONAL INFORMATION

IOWA TASK FORCE ONE CANINE SEARCH SPECALIST

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

Clive Police Department, Clive Iowa | February 2024 – Present

- Coordinate administrative support and communication efforts for command staff and sworn personnel.
- Review and approve incident and arrest reports within the RMS system for accuracy and compliance.
- Prepare and fulfill public records requests for citizens, county attorneys, and city attorneys.
- Maintain and process confidential department records, reports, and sensitive information.
- Manage and maintain the department website.
- Serve as the department social media content coordinator, creating and publishing public safety and community engagement content.
- Participate in the department events committee, assisting with planning and coordination of community events.
- Manage department promotional materials and branded merchandise inventory.

CITY CLERK

City of Minburn, Minburn, Iowa | July 2021- February 2024

- Prepared and distributed council meeting agendas, recorded meeting minutes, and publicized official city information.
- Created, documented, and published city ordinances and resolutions.
- Maintained and archived public records in compliance with Iowa records retention laws.
- Managed payroll administration, including federal, state, and IPERS reporting requirements.
- Assisted in development and administration of the city budget and related financial documentation.
- Processed utility billing, payments, adjustments, deposits, and related customer service functions.
- Communicated directly with the public regarding municipal services, records, and city operations.

QUALITY CONTROL TECHNICIAN

Merk Animal Health, Ames, Iowa | July 2014 – Dec 2021

- Created and maintained training curricula for manufacturing and quality departments.
- Analyzed and verified PCR sequences and gel electrophoresis testing results.
- Collaborated with production and research teams to streamline testing and reporting processes.
- Maintained accurate laboratory documentation and ensured compliance with SOPs and safety procedures.

Memo

TO: Mayor and Council members
FROM: Mela Nisic, Human Resources Specialist
DATE: June 25, 2026
RE: Approve Pay Rate - Augustus Mease - Full-Time Firefighter/Paramedic - $24.81/Hr - Effectuve 06/29/2026

SYNOPSIS:

The Fire Department has completed the recruitment process for a Full-Time Firefighter/Paramedic vacancy and recommends the hiring of Augustus (Gus) Mease.

Gus is currently employed as a Firefighter/Paramedic with the City of Newton and obtained his Paramedic certification in August 2024. Throughout the selection process, he demonstrated the skills, qualifications, and professionalism necessary to serve the City of Clive and contribute to the department's mission of providing high-quality emergency services.

Staff recommends approval of the appointment of Gus Mease to the position of Full-Time Firefighter/Paramedic, contingent upon the successful completion of all pre-employment requirements.

Attachments:
1. Offer Letter
2. FF Paramedic FT

Memo

TO: Augustus Mease

FROM: Matt McQuillen, City Manager

DATE: June 19, 2026

RE: Employment Offer

Clive
Distinct by Nature

City Manager

It is my pleasure to offer you the opportunity to become a full-time Firefighter/Paramedic for the City of Clive, contingent upon a successful completion of the written and physical Central Iowa Fire and EMS Testing Consortium (or equivalent), as well as a pre-employment physical, drug/alcohol screen, physical capacity assessment and thorough background check.

I anticipate, dependent upon your acceptance, to have the recommendation before the City Council on June 25, 2026. As for all union staff, the Clive Professional Fire Fighters Local Union 5055 Contract and the Clive Employee Handbook are the controlling documents for employees. In accordance with the Clive Professional Fire Fighters Local Union 5055 contract your wage for the Firefighter/Paramedic position in Step 1 which will be $24.81/hr.

Start Date:	June 29, 2026
Beginning Salary:	$24.81/Hour – Step 1
Estimated Hours:	2,756 per year
Employment Status:	Non-Exempt, Full-Time Firefighter/Paramedic
Supervisor:	Clay Garcia, Fire Chief

As you review the offer and our Employee Handbook please feel free to contact me with questions you may have regarding your employment. If the above is acceptable please sign in the space provided below and return at your earliest convenience.

I look forward to you becoming part of the Clive Fire Department Team and hope your employment experience will be enjoyable and rewarding.

_____

Augustus Mease Date

Matt McQuillen
Matt McQuillen (Jun 22, 2026 13:41:18 CDT)

Matt McQuillen, City Manager 06/22/26
Date

The offer is contingent upon the Clive City Council approval of the recommended wage rate.

Employment Offer - FT FFParamedic Augustus Mease Final

Final Audit Report 2026-06-22

Created:	2026-06-22
By:	Mela Nisic (mnisic@cityofclive.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAATWTAWgGbdC4aYSiMpFKijuZgs1CIgw_0

"Employment Offer - FT FFParamedic Augustus Mease Final" History

Document created by Mela Nisic (mnisic@cityofclive.com)
2026-06-22 - 1:40:45 PM GMT

Document emailed to Matt McQuillen (mmcquillen@cityofclive.com) for signature
2026-06-22 - 1:40:50 PM GMT

Email viewed by Matt McQuillen (mmcquillen@cityofclive.com)
2026-06-22 - 1:41:33 PM GMT

Document e-signed by Matt McQuillen (mmcquillen@cityofclive.com)
Signature Date: 2026-06-22 - 6:41:18 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

Agreement completed.
2026-06-22 - 6:41:18 PM GMT

Adobe Acrobat Sign

City of Clive (IA)

Firefighter/Paramedic

CLASS CODE	FIREPARA	**SALARY**	$25.80 - $35.31 Hourly
ESTABLISHED DATE	November 10, 2021	**REVISION DATE**	June 11, 2026

JOB SUMMARY

Under the general supervision of the shift Lieutenant/Acting Officer and Chief Officers, provide emergency medical care to sick and injured people; control and extinguish fires; perform rescue, protect life and property; conduct fire prevention activities (public education, fire inspections, etc.); maintain equipment, and building upkeep. Ensures that all actions, decisions, and performance consistently support and uphold the City and Department's mission, core values, goals, and objectives.

JOB FUNCTIONS

Routine Tasks, Responsibilities, Required Knowledge, Skills, and Abilities

- Assure the City and Department's mission, core values, goals, and objectives are initiated, followed, and supported.
- Act with honesty, integrity, trustworthiness, and dependability, always.
- Ability to take initiative
- Respond to emergencies (medical, fire, rescue, alarms, disasters, etc.) within the scope of certification and under guidance of current protocols, lieutenants, Acting Officer in Charge (AOIC), Medical Director, SOGs, SOPs, and Chief Officers.
- Understand building construction and fire behavior, knowledge of appropriate training standards, and hazardous material response
- Operate, check, and maintain fire, medical, and general equipment, apparatus, and facilities.
- Safely operate all emergency response vehicles within department SOGs, SOPs, and any applicable local, state, or federal regulations.
- Complete and properly file the required records and reports for the department in a timely manner as deemed by the Chief Officers (i.e. including but not limited to fire, inspections, medical records and reports).
- Communication with the use of radio, portable telephone, or other electronic devices and apps.
- Participates in training, drills, demonstrations, and courses in emergency medical care, firefighting and other emergency techniques and skills to maintain certifications and competencies
- Participate in quality assurance programs.
- Effective and professional communication with the public, personnel, neighboring agencies, dispatch, law enforcement, hospital staff, or anyone that contact is made.
- Ability to solve problems with sound judgment and a systematic approach to making decisions with several abstract and concrete variables using logical and scientific thinking.

- Community relations, education, and risk reduction activities to improve community safety and maintain a positive public image of the department (i.e. including but not limited to tours, visits, and public education).
- Understand and adhere to all department SOGs, SOPs, policies, verbal and written directives, and all applicable local, state, and federal laws for operations.
- Create and participate in a team environment by actively supporting efforts to facilitate cooperation, collaboration, and good communication between all department personnel, other departments, and the community.
- To always operate with the safety of themselves, coworkers, and the public in mind.
- Participate in precepting, mentoring, and instructing, including but not limited to current personnel, new personnel, students, and those doing ride time.
- Regularly handle confidential information in a sensitive manner and follow all HIPAA regulations and department policies, procedures, and practices regarding patient privacy.
- Ensuring assignments and tasks are completed on time.
- Meet all deadlines this includes but is not limited to training, classes, payroll, time off requests.
- Regular and prompt attendance is required.
- Other duties as assigned or apparent.

EMPLOYMENT STANDARDS AND QUALIFICATIONS

Education Required:
High school diploma, HiSET (formerly known as GED), or high school equivalency diploma

Training Required
Paramedic certification through the State of Iowa or RN candidates meeting all requirements established by the Department Medical Director and applicable Iowa EMS regulations.
Firefighter I certified and Hazardous Material Operations Level certification as recognized by the State of Iowa.
Obtain Firefighter II certification within the timeframe established by Department policy or collective bargaining agreement, if applicable.

Experience Required:
1 year Paramedic
1 year firefighting
RN candidates must meet all requirements established by the Department Medical Director and applicable Iowa EMS regulations, including EMT certification and at least one year of emergency room or critical care experience.

Required Qualifications

- Must be at least 18 years of age
- Must pass the Central Iowa Fire and EMS Testing Consortium physical ability test or equivalent.
- Must pass the Central Iowa Fire and EMS Testing Consortium written test with 70% or higher.
- Must successfully complete a post-offer medical/fitness-for-duty examination conducted in accordance with applicable federal and state law.
- Must meet City of Clive's residency requirement.
- Must possess and maintain a valid driver's license in accordance with City of Clive policy.

The City of Clive retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as reasonable accommodation for a qualified individual.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The employee is expected to protect the privacy of all patient information in accordance with the Clive Fire Department's privacy policies, procedures and practices as required by state and federal law and in accordance with general principles of professionalism as a health care provider or privileged ancillary staff member. Failure to comply with the department and City policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment, membership or association with the City of Clive Fire Department.

The employee may access protected health information and other patient information only to the extent that is necessary to complete job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or quality assurance and improvement operations.

The employee is expected and encouraged to report, without threat of retaliation, any concerns regarding department and City policies and procedures on patient privacy and any observed practices in violation of that policy to the designated privacy officer.

The employee is expected to actively participate in department and City privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with department and City policy.

PHYSICAL AND ENVIROMENTAL CHARACTERISTICS

Physical Characteristics of the Job:

This position can be classified as heavy work and could require the following but not limited to exertion of fifty (50) to one hundred (100) pounds of force occasionally, and/or twenty-five (25) to fifty (50) pounds of force frequently, and/or ten (10) to twenty (20) pounds of force constantly. However, occasionally the employee may be forced to push, pull, or lift extremely heavy objects such as a human or a motor vehicle. Must be able to climb, balance, stoop, kneel, crawl, reach, stand, and walk. Must be able to effectively communicate verbally and in writing in English sufficient to safely perform essential job duties and comply with emergency response, documentation, and patient care requirements.

Hazards and Working Conditions:

The work is performed both inside and outside and can include hazardous work conditions. The list includes but is not limited to the worker being exposed to darkness, poor lighting and bright lights; fumes/odors/chemicals; isolation, moving machinery, noise, visual strain, unprotected heights, wearing a respirator, working on uneven ground, mechanical hazards, biological hazards; medical and bodily injury; traffic, fire, and electrical hazards; and exposure to violent behavior. Also, the work may expose the employee to significant work pace pressure, and irregular hours.

EQUIPMENT AND MATERIALS USED

This includes but not limited to emergency response trucks, attachments, cars, light trucks, air compressor, pumps, saws, grinder, ladder, pick-ax, generator, chains, extension cords, measuring equipment, hazardous chemicals and materials, computer hardware and software, hoses, oils, traffic control equipment, MSDS documentation, City of Clive Code of Ordinances, Code of Iowa, Iowa DNR Rules, Iowa EMS Rules, International Fire Code, NFPA Standards, Federal Register, Employee Handbook, calculator, photographic equipment, fax machine, photocopier, telephone, mobile and portable radios.

The employee is expected to actively participate in department and City privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with department and City policy.

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: 2nd Consideration of Proposed Ordinance 1178 Amending Title 6, Chapter 7, Personal Transportation and Mobility Devices.

SYNOPSIS:
This is the second consideration of an amended ordinance to address trail safety and etiquette, as well as update existing regulations concerning bicycles, low-speed electric bicycles, E-Motos, and electric devices of any type that may be used on city streets, sidewalks, multi-use trails, and/or public and private property. This item was identified during strategic planning for FY2026.

As identified during the first reading, bicycles and low-speed electric bicycles have been added back to the definition of Personal Transportation Devices. The only feedback received was the e-mail sent by Alex Rice. Additionally, the MPO met and discussed the use of these devices, and it is my understanding that they are not moving forward with a model ordinance and will serve as a resource for the metro on this.

Regarding the issue of e-motos and how they are defined, the staff is still of the opinion that the language proposed is clear and differentiates between what is a low-speed electric bicycle, a motorized bicycle or an e-moto/ motorcycle. While there is no standard definition under the Iowa code at this time, and our language is different from what the Street Collective proposes, I believe the intent is similar and ultimately seeks the same outcome.

Staff recommends approval of the 2nd reading.

Attachment:
1. Final Clean Version 06112026

Attachments:
1. Final Final Clean 06112026

ORDINANCE NO._____
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024, BY AMENDING TITLE 6, CHAPTER 7 AND RETITLING SAID CHAPTER "PERSONAL TRANSPORTATION AND MOBILITY DEVICES."

Be It Enacted by the City Council of the City of Clive, Iowa:

SECTION 1. CHAPTER TITLE AMENDED.
Title 6, Chapter 7 of the Code of Ordinances of the City of Clive, Iowa, 2024, currently entitled "Bicycle Regulations and Registration," is hereby amended and retitled "Personal Transportation and Mobility Devices."

SECTION 2. CHAPTER REPLACED.
Title 6, Chapter 7 of the Code of Ordinances of the City of Clive, Iowa, 2024 is hereby amended by deleting the existing provisions of Chapter 7 and inserting in lieu thereof the following:

CHAPTER 7
PERSONAL TRANSPORTATION AND MOBILITY DEVICES

6-7-1 PURPOSE.
The purpose of this chapter is to establish regulations governing the operation of bicycles, low-speed electric bicycles, electric scooters, and other personal transportation devices on the City's streets, sidewalks, and multi-use trails, as authorized by Iowa Code Sections 321.235, 321.235A, 321.235B, and 321.236.

6-7-2 DEFINITIONS.
The City of Clive hereby adopts the following definitions. Where definitions are derived from the Code of Iowa, the statutory language is incorporated herein.

1. **"Bicycle"** means either of the following:
    a. A device having up to four wheels and having at least one saddle or seat for the use of a rider which is propelled by human power.
    b. A low-speed electric bicycle.

    (Code of Iowa, Sec. 321.1.(40)(c)

2. **"Bicycle lane"** means a portion of a street designed for exclusive or preferential use by people using bicycles, electric scooters, or personal transportation devices. Bicycle lanes are distinguished from the portion of the street used for motor vehicle traffic by physical barriers, striping, marking, or other similar device.
3. **"E-Moto or Electric Motorcycle"** means a motor vehicle having a saddle or seat for the use of a rider, with a motor that produces more than 750 watts, with or without pedals, designed to travel on not more than three wheels in contact with the ground, and capable of operating at speeds greater than thirty-nine miles per hour on level ground unassisted by human power, but excluding a motorized bicycle.

4. **"Electric personal assistive mobility device"** means a self-balancing, non-tandem two-wheeled device powered by an electric propulsion system that averages seven hundred fifty watts and is designed to transport one person, with a maximum speed on a paved level surface of less than twenty miles per hour. The maximum speed shall be calculated based on operation of the device by a person who weighs one hundred seventy pounds when the device is powered solely by the electric propulsion system.

   (Code of Iowa, Sec. 321.1(20B)

5. **"Electric scooter"** means a device weighing less than one hundred pounds that is equipped with two, or three wheels, with handlebars, with or without a seat or saddle, and an electric motor, and which is powered by the rider and/or by an electric motor capable of propelling the device without additional propulsion supplied by the rider, at a maximum speed on a paved level surface of no more than twenty miles per hour.
6. **"Low-speed electric bicycle"** means a device equipped with a saddle or seat for the use of a rider, having up to four wheels, fully operable pedals, and an electric motor that produces not more than seven hundred fifty watts and is classified in accordance with the following requirements ~~of~~ as defined in Iowa Code Section 321.1(36A):
   a. "Class 1 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that may be used to provide assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of twenty miles per hour or more.
   b. "Class 2 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and that is not capable of providing assistance when the bicycle reaches a speed of twenty miles per hour or more.
   c. "Class 3 low-speed electric bicycle" means a low-speed electric bicycle equipped with a motor that may be used to provide assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of twenty-eight miles per hour or more.

   (Code of Iowa, Sec. 321.1(36A) and 321.235B)

7. **"Motorcycle"** means every motor vehicle having a saddle or seat for the use of the rider and designed to travel on not more than three wheels in contact with the ground, including an E-Moto or Electric Motorcycle, but excluding a tractor, an autocycle, a low-speed electric bicycle, and a motorized bicycle.

   (Adapted from Code of Iowa, Sec. 321.1(40)(a)

8. **"Motorized bicycle"** means a motor vehicle having a saddle or seat for the use of a rider, designed to travel on not more than three wheels in contact with the ground, and not capable of operating at a speed in excess of thirty-nine miles per hour on level ground unassisted by human power, but excluding a low-speed electric bicycle.

Motorized bicycles also include those devices with an electric motor having more than seven hundred fifty (750) watts of power.

(Code of Iowa, Sec. 321.1(40)(b)

9. **"Motor vehicle"** means a vehicle which is self-propelled, but not including vehicles known as trackless trolleys which are propelled by electric power obtained from overhead trolley wires and are not operated upon rails.

(Code of Iowa, Sec. 321.1(42)(a)

10. **"Multi-use trail"** means a way or place, the use of which is controlled by the City as an owner of real property, or under the control of the City by easement, designated by the multi-use recreational trail maps as approved by resolution of the Council. A multi-use trail shall not be considered a street or highway.
11. **"Other power-driven mobility device (OPDMD)"** means any mobility device powered by batteries, fuel, or other engines that are used by individuals with mobility restrictions for the purpose of locomotion, including electric personal assistive mobility devices or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair or golf cart.
12. **"Pedestrian"** means a person afoot or a person using a pedestrian conveyance.

(Code of Iowa, Sec. 321.1(51)

13. **"Pedestrian conveyance"** means any human-powered device by which a pedestrian may move other than by walking or by which a pedestrian may move another person, including but not limited to a wheelchair, stroller, skateboard, foot-powered scooter, electric scooter, skates or other similar device. "Pedestrian conveyance" also includes an electric personal assistive mobility device and any other device used to move a person sitting or standing on the device regardless of whether the device is powered by an electric motor, so long as the electric motor produces not more than seven hundred fifty watts. "Pedestrian conveyance" does not include a bicycle.

(Code of Iowa, Sec. 321.1(51A)

14. **"Personal transportation device"** means any bicycle, low-speed electric bicycle, pedestrian conveyance, or, other power-driven mobility devices (OPDMD) defined in this section. Personal Transportation Device does not include an E-Moto, electric motorcycle, motorized bicycle, motor vehicle, or motorcycle.
15. **"Roadway"** means that portion of a highway improved, designed, or ordinarily used for vehicular travel.

(Code of Iowa, Sec. 321.1(65)

16. **"Sidewalk"** means a paved surface, separate from the street, in the right-of-way less than eight feet (8') in width under the jurisdiction and control of the local political subdivision thereof for use primarily by pedestrians.

17. **“Skateboard”** means a foot, motor, or wind-propelled vehicle consisting of a board which is guided by the rider standing upon it and pushing the same with foot power or operating it with motor or wind propulsion.
18. **“Street”** means the entire width between property lines of every way or place of whatever nature when any part thereof is open to the use of the public, as a matter of right, for purposes of vehicular traffic.

(Code of Iowa 321.1(78)

19. **“Vehicle”** means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway. “Vehicle” does not include:
    a. Any device moved by human power.
    b. Any device used exclusively upon stationary rails or tracks.
    c. Any personal delivery device operated pursuant to Iowa Code Chapter 321O.
    d. Any integral part of another vehicle which is incapable of independently transporting persons or property.

(Code of Iowa, Sec. 321.1(90)

For purposes of this chapter, “device” means any product by which a person can ride in or upon, including but not limited to an electric personal assistive mobility device, low-speed electric bicycle, motorized bicycle, bicycle, or pedestrian conveyance.

6-7-3 STOPPING.

1. Every personal transportation device operated upon City streets, sidewalks, park roads, or multi-use trails shall be operated at a safe and reasonable speed for the conditions and shall be capable of coming to a complete stop within a safe distance.
2. Brakes Required. Every bicycle, electric scooter, low-speed electric bicycle, motorized bicycle, other or power-driven mobility device (OPDMD) shall be equipped with a brake which allows the device to come to a complete stop within a safe distance.

(Code of Iowa, Sec. 321.236[10])

6-7-4 OBEDIENCE TO TRAFFIC CONTROL DEVICES.

Every person operating a personal transportation device shall obey official traffic signals, signs, and control devices applicable to vehicles unless otherwise directed by a police officer. If the operator dismounts and walks the device, the operator shall be subject to the regulations applicable to pedestrians.

6-7-5 CARRYING PACKAGES.

No person operating a personal transportation device upon a street, sidewalk, park road, or multi-use trail shall carry any package, bundle, or article that prevents the operator from maintaining at least one hand upon the handlebars, if equipped, or otherwise maintaining reasonable control of the device.

6-7-6 MAINTAINING CONTROL.
The operator of a personal transportation device shall maintain control of the device at all times and shall keep one or both hands on the handlebars or other control mechanism while operating the device.

6-7-7 PLACE OF RIDING.

1. **Roadways and Streets**
    a. Operators of personal transportation devices traveling on a roadway shall follow the same traffic laws applicable to drivers of motor vehicles unless otherwise provided by law.
    b. When permitted under 6-7-8 (1)(a), the use of any Pedestrian Conveyance is prohibited on any City of Clive roadways or streets which have a speed limit of greater than 25 mph.
    c. This section does not apply to devices used in parades or special events authorized by the City.

2. **Public Sidewalks and Multi-Use Trails**
    a. Personal transportation devices, including bicycles, electric bicycles, electric personal assistive mobility devices, and pedestrian conveyances may be operated on public sidewalks and multi-use trails unless otherwise prohibited by posted signage.
    b. Motorized Bicycles and E-Motos shall not be operated on public sidewalks or multi-use trails.
    c. A person shall not operate a Personal Transportation Device on a multi-use trail or public sidewalk in excess of the posted or applicable speed limit, or if there is no posted or applicable speed limit, twenty miles per hour.
    d. OPDMDs may be operated by persons with mobility impairments on sidewalks, provided such use does not damage City infrastructure or create a safety hazard.
    e. **Public Land:** Personal Transportation Devices, E-Motos and Motorized Bicycles are prohibited from being operated upon any public land owned by the City where signs explicitly prohibit such operation.

6-7-8 TRAFFIC CODE APPLIES.

1. Every person operating a personal transportation device upon a roadway or within a bicycle lane shall be subject to the provisions of Iowa Code Chapter 321 and shall have the same rights and duties applicable to the driver of a vehicle, except those provisions that by their nature have no application.
2. Bicycles and pedestrian conveyances are not subject to registration, titling, inspection, or proof of financial liability requirements under Iowa Code Chapter 321.
3. E-Motos, Electric Motorcycles and Motorized Bicycles are subject to registration, licensure, titling, inspection, and proof of financial liability coverage provisions of Code of Iowa, Chapter 321.

4. No personal transportation device shall be equipped with or use a siren or whistle, except bicycles or other personal transportation devices operated by peace officers in the performance of official duties.
5. **Lights and Reflectors.**
    a. Every bicycle, electric personal assistive mobility device, and electric scooter when in use between sunset and sunrise or when weather conditions provide insufficient lighting to render clearly discernable persons and vehicles on the road at a distance of 300 feet ahead, shall be equipped with a lamp on the front emitting a white light visible from a distance of at least three hundred (300) feet to the front and with a lamp on the rear exhibiting a red light visible from a distance of 300 feet to the rear except that a red reflector on the rear, may be used in lieu of a rear light. The lamps or reflectors may be attached to the rider of the device rather than the device itself provided the visibility requirements are met. A peace officer riding a police bicycle is not required to use either front or rear lamps if duty so requires.

    (Code of Iowa, Sec. 321.384 and Sec. 321.397)

    b. Equivalent equipment such as headlamps and red-light attachments to the head, back, arm, or leg may be used in lieu of a lamp on the front and a red light on the rear of the device.

6-7-9 RESPONSIBLE RIDING.

1. **Emerging from Alley or Driveway.**
   The operator of a Personal Transportation Device emerging from a~~n~~ private roadway, alley, multi-use trail, sidewalk, driveway or building shall stop such PTD immediately prior to driving onto the sidewalk area, and upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all vehicles or other users of Personal Transportation Devices present or approaching on said roadway, unless such intersection is controlled by a traffic control device, in which case the user shall obey the traffic control device.

   (adapted from Code of Iowa, Sec. 321.353)

2. **Right of way.** Riders of Personal Transportation Devices being operated on multi-use trails or public sidewalks shall yield right of way to pedestrians, human-powered bicycles, and other human-powered conveyances. Riders of bicycles and other human powered devices shall yield right of way to pedestrians.
3. **Improper Riding.**
    a. A person shall not ride a personal transportation device other than upon or astride a permanent and regular seat if the device is designed with a seat, nor shall a device be used to carry more persons than the number for which it is designed and equipped.

b. This section does not apply to the use of a personal transportation device in a parade or special event authorized by the City.

4. **Clinging to Vehicles.**
   No person shall attach themselves or a personal transportation device to any moving vehicle.
5. **Following Emergency Vehicles.**
   No person shall follow within five hundred feet of an emergency vehicle responding to an emergency.
6. **Parking.**
   No personal transportation device shall be parked or left on a sidewalk or multi-use trail in a manner that obstructs an ADA compliant pedestrian ~~traffic~~ path.
7. **Reckless Operation.**
   No person shall operate a personal transportation device with willful or wanton disregard for the safety of persons or property.
8. **Giving audible notice.** When possible and appropriate, the operator of a personal transportation device shall attempt to provide audible indication that they are approaching another pedestrian or operator of a personal transportation device from behind.
9. **Hand Signals.**
   Riders of Personal Transportation Devices may, but shall not be required to, signal their turning movements and stopping with their hands and arms as follows:
   a. Left Turn - left hand and arm extended horizontally to the left.
   b. Right turn - left hand and arm extended upward to the left or right hand and arm extended horizontally to the right.
   c. Stopping or slowing - left hand and arm extended downward.
10. **Electric Personal Assistive Mobility Devices.**
    A person under the age of sixteen shall not operate an electric personal assistive mobility device.

(Code of Iowa, Sec. 321.235A)

11. **Class 3 Low-Speed Electric Bicycles.**
    A person under the age of sixteen shall not operate a class 3 low-speed electric bicycle. A person under the age of sixteen may ride as a passenger on a class 3 low-speed electric bicycle.

(Code of Iowa, Sec. 321.235B[6])

6-7-10 ACTIONS AGAINST PERSONAL TRANSPORTATION DEVICES.

1. A person operating a motor vehicle shall not steer the motor vehicle unreasonably close to or toward a pedestrian or a person riding Personal Transportation Device on a roadway or street, including the adjacent shoulder.

2. A person shall not knowingly project any object or substance at or against a pedestrian or a person using a Personal Transportation Device on a roadway or street, adjacent shoulder, sidewalk, multi-use trail, or any other location.

(Code of Iowa, Sec. 321.281)

6-7-11 MOTOR VEHICLE OPERATIONS

1. **Bicycle lane right-of-way.** Operators of all motor vehicles shall yield the right-of-way to Personal Transportation Devices in a designated bicycle lane and shall not operate a motor vehicle within a bicycle lane, unless provisions of law establish other requirements and regulations at intersections and other places affecting such bicycle lanes, then such other provision of law shall control. No person shall drive a motor vehicle in a bicycle lane established on a roadway or street except as follows:

    a. To prepare for a turn within a distance of 200 feet from the intersection.

2. **Lateral Passing Distance.** The driver of a motor vehicle overtaking a Personal Transportation Device that is traveling on a paved shoulder or in a bicycle lane, should give at least three feet of lateral passing distance between the outside of the vehicle and the rider and device.
3. **Opening Doors.** No person shall open any door of a motor vehicle located on a roadway or street without first taking precaution to ensure that this action does not interfere with the movement of traffic or endanger any other person or vehicle. In addition, no person shall leave open any door of a motor vehicle located on a roadway for a period of time longer than necessary to load or unload passengers or cargo.
4. **Yield to persons in crosswalks.** The driver of a motor vehicle shall yield right-of-way, slowing down or stopping if need be to so yield, to a pedestrian or person dismounted from a Personal Transportation Device, or a person mounted on a Personal Transportation Device within any marked crosswalk or unmarked crosswalk at an intersection.
5. **Parking.** Drivers of motor vehicles shall not park in bicycle lanes, Trails, or multi-use trails.

6-7-12 SCOPE OF REGULATIONS.

These regulations shall apply whenever any Personal Transportation Device is operated upon any public land, street, roadway, park road, any multi-use trail, sidewalk, or in any bicycle lane or path, subject to those exceptions and regulations stated herein.

6-7-13 VIOLATIONS; PENALTY.

Violations of this chapter constitute a simple misdemeanor punishable by a fine of twenty-five (25) dollars and any applicable surcharges and costs.

SECTION 3. REPEALER.
All parts of the **"CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2024"** in conflict herewith are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE.
If any section, provision, sentence, clause, phrase, or part of this ordinance is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole.

SECTION 5. WHEN EFFECTIVE.
This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

PASSED AND APPROVED by the City Council on the ___ day of _____ 2026.

_____ _____
Matthew D. Graham, City Clerk John Edwards, Mayor

Ordinance No._____ authenticated this ___ day of _____ 2026.

_____ _____
Matthew D. Graham, City Clerk John Edwards, Mayor

Officially published on the ____ day of _____ 2026.

CERTIFIED BY:

_____
Matthew D. Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: Animal Control Services

SYNOPSIS:
Our current agreements with Polk County and Furry Friends expire on June 30, 2026. These are a continuation of those agreements that will be valid through June 30, 2031. We have had a very good experience and have enjoyed a fantastic working relationship with both of these entities. The terms for both are very similar to the original agreements. For the 28E with the County, our costs are based on Clive's population and do increase year over year. The Furry Friends agreement also has slight increases consistent with 5% year over year. Overall, this service provided by both partners has resulted in a great service for the community and has shown significant savings from our experience with WestPet. Staff recommend approval of both. As mentioned during FY 26-27 budget preparation, there are some avenues we can explore to help offset the revenue side of animal control by re-evaluating the costs for licensing and animal impound fees.

Attachments:
1. Resolution and Polk County 28E Agreement
2. Resolution and Furry Friends Contract

Attachments:
None

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: Resolution Approving a 28E Agreement with the Polk County Sheriff's Office for Animal Control Transportation Services.

SYNOPSIS:

Attachments:
1. Resolution to 28E PC
2. Final version 2026.05.22 - Clive - Animal Control - 28E Agreement

RESOLUTION _____

APPROVING A 28E COOPERATIVE AGREEMENT WITH POLK COUNTY, IOWA FOR ANIMAL CONTROL SERVICES

WHEREAS, Iowa Code Chapter 28E, "Joint Exercise of Governmental Powers", permits a local government in Iowa to make efficient use of its powers by enabling it to enter into an agreement with other public agencies to provide or to create joint services and facilities with other agencies and to cooperate in other ways of mutual advantage; and

WHEREAS, Iowa Code Chapter 28E requires that such agreements be approved by the governing bodies of the participating public agencies and filed as required by law; and

WHEREAS, the City of Clive, Iowa, and Polk County, Iowa, desire to enter into a Cooperative Public Service Agreement for certain animal control services within the city limits of Clive, Iowa; and

WHEREAS, the proposed 28E Agreement has been reviewed by the City Attorney and is deemed to be in the best interest of the City of Clive and Polk County; and

WHEREAS, it is necessary and desirable that this Agreement be formally approved by the governing bodies of both entities and filed as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clive, Iowa, that the 28E Cooperative Public Service Agreement for Animal Control Services between the City of Clive and Polk County, Iowa, is hereby approved; that the Mayor and City Clerk are authorized and directed to execute the Agreement on behalf of the City; and that the City Clerk is further authorized and directed to file the executed Agreement as required by Iowa Code Chapter 28E.

PASSED, APPROVED AND ADOPTED this 11th day of June, 2026.

_____
John Edwards, Mayor

Attest:

_____
Matthew Graham, City Clerk

COOPERATIVE PUBLIC SERVICE 28E AGREEMENT
FOR
ANIMAL CONTROL SERVICES

PARTIES

This 28E Agreement is made and entered into by and between the COUNTY OF POLK, Iowa (County) and the CITY OF CLIVE (City); hereinafter, collectively referred to as "Party" or "Parties".

PURPOSE

The purpose of this 28E Agreement to establish the Term, Terms, and Duties of the Parties during the terms the Polk County Sheriff's Office is to provide supplemental animal control services to support the City's existing animal control services.

TERM, TERMS, AND DUTIES

Pursuant to the provisions in Iowa Code Chapter 28E, it is hereby agreed by the parties as follows:

1. The Parties agree the County, acting by and through the Polk County Sheriff's Office, shall provide the following public services within the incorporated limits of the City:
    a. Animal Control Services, the scope of which is defined below in section 2.

2. The Parties agree the Polk County Sheriff's Office shall provide:
    a. Animal Control Services, through any of the following means:
        1) The County shall bill the City an annual fee for the public services provided hereunder, and the City shall compensate the County by paying the annual bill.
        2) The County shall respond only to calls dispatched from the Polk County Sheriff's Office Communications Center requesting retrieval and impoundment of Abandoned or At-Large Dogs, and animals based upon the request of the City.
        3) The County shall transport dogs or animals, retrieved within the City limits to the City-designated Animal Control Sheltering Services.
        4) The City shall be responsible for the enforcement of animal control laws, ordinances and regulation within its City. The City shall also be responsible for the retrieval of any and all dead animals.
        5) The City shall be responsible for the prosecution of violations of animal control laws, ordinances and regulations within the City and any of appeals of administrative or judicial decisions.
        6) The County's animal control officers will assist the City, upon request, in participating in administrative or judicial adjudicative or dispositional hearings.
        7) The City shall remain responsible for the licensing and vaccination of animals except as stated in Polk County Code of Ordinances Chapter 4, section 4.3(3).
        8) The County shall make a reasonable attempt to locate, retrieve, or impound particular animals. The Parties acknowledge and agree the County may be unable to locate, retrieve or impound the particular animal requested by the City.
        9) The City shall be financially responsible for City-designated Animal Control Sheltering Services fees for routine impounding, maintenance and care of any and all animals, located and retrieved by the County within the City limits and delivered to the City-designated Animal Control Sheltering Services. The City shall also be responsible for the ultimate disposition of the animal.

10) If the City provides written instructions to the County as to the transportation, maintenance, and care of a particular animal retrieved within the City limits and impounded at the City-designated Animal Control Sheltering Services, the County will provide those written instruction to the City-designated Animal Control Sheltering Services. Absent any written instruction for a particular animal, the County shall handle the location, retrieval, and impounding of the animal in the same manner it would if the animal was in unincorporated Polk County.
11) The City agrees the County shall not be responsible for any failure by the City-designated Animal Control Sheltering Services to follow the written instructions.
12) Dangerous Wild Animals Exception:
    a) The Parties understand and agree the City-designated Animal Control Sheltering Services may be unable or unwilling to accept certain species of animals, which are considered exotic or dangerous wild animals pursuant to Chapter 717F of the Code of Iowa.
    b) The County may choose not to attempt to retrieve or impound a dangerous wild animal and the County is authorized to use deadly force to protect the safety of the public, law enforcement, and/or the Animal Control Officer.
    c) If the City believes the animal is a dangerous wild animal, the City shall notify the Polk County Sheriff's Office Communication Center (Dispatch) of the dangerous wild animal emergency prior to the Animal Control Officer being dispatched.
    d) If the City reports an emergency of a dangerous wild animal, Dispatch may authorize retrieval without prior agreement as to impoundment or disposition and if retrieval is successful, then the County will make reasonable effort to locate an appropriate location for impounding pending disposition.

3. The City shall not adopt or enact an ordinance which attempts to expand the scope of this 28E Agreement or tries to obligate the Polk County Sheriff's Office to engage in any enforcement action beyond its statutory duties. The adoption or enactment of any such ordinance shall be considered a breach of this 28E Agreement. Any failure of the City to nullify or void such an ordinance following a request by the County shall constitute sufficient grounds to terminate this 28E Agreement, effective immediately.

4. The City agrees that its officers, agents, and employees shall cooperate fully with the County in the performance of the County's duties.

5. The City shall ensure the safety of any scene and whenever possible, shall check animals for microchips prior to requesting Animal Control Services.

6. The City shall have a contract or agreement for emergency animal services for after hours or times the Animal Control Sheltering Services are not open or operating.

7. The County shall not be responsible for any costs related to treatment of any animal from the City.

8. To the extent allowed by the Constitution and laws of the State of Iowa, the Parties shall indemnify, defend, and hold each other harmless from and against all claims, liabilities, demands, loss, cost, and expense related to personal injury, death, or damage to persons or property arising out of or connected with and attributable to the indemnifying Party's own act, error, omission, or negligence in the performance of any terms, obligations, or duties imposed by this 28E Agreement or required by law. Both Parties shall maintain the defenses available to it pursuant to Chapter 670 of the Code of Iowa, as it now exists or may be amended from time to time.

9. The County shall be responsible for the payment of salary, wages, and/or any other compensation or benefits to any County employee providing services under this 28E Agreement unless otherwise expressly agreed upon by the Parties. Except as otherwise specified in this 28E Agreement, the City shall not be liable for compensation to any County employee for workers' compensation claim for injury or sickness occurring while the employee undertakes duties and fulfillment of this 28E Agreement.

10. The City and Polk County Sheriff's Office shall each appoint a contract administrator. Said individuals or their designated backup shall be available on a 24/7 basis. Each Party shall have the responsibility of providing up to date contact information for the appointed administrators and their designated backups and prompt notification of the primary administrators' schedule. The administrators shall also establish a mutually agreed upon set meeting schedule to review any issues or concerns with the execution of services provided under the contract. Written notifications, requests for service, and contract changes shall be made in writing and provided through the administrators.

11. No real or personal property will be jointly acquired by the Parties pursuant to the 28E Agreement.

12. Adjustments may be made to the annual contract sum, if mutually agreed upon in writing by the Parties, due to:
    a. Changes to the scope of services provided;
    b. Salary and benefits adjustments;
    c. Action taken by the United States or State of Iowa which increases the cost of wages, insurance, or other benefits for employees.

13. Each Party shall allow access to all records, documents, and papers necessary for the financial auditing of the Parties' transactions. Appropriate records, documents, and papers necessary to conduct a financial audit shall be maintained a minimum of three (3) years.

CONSIDERATION

14. The City agrees to pay the County the following amounts over the Term of this 28E Agreement for the services agreed upon above. FY 2026/2027 is based on actual cost (Attachment A) and due to the County by the City; the following listed years are estimates. The actual billable expense to the City will be calculated by the County and provided to the City annually each October,

    a. FY 2026/2027 – The total annual contract sum shall not exceed $20,736
    b. FY 2027/2028 – The total annual contract sum estimated to be $23,375
    c. FY 2028/2029 – The total annual contract sum estimated to be $25,928
    d. FY 2029/2030 – The total annual contract sum estimated to be $28,614
    e. FY 2030/2031 – The total annual contract sum estimated to be $31,437

TERM

15. This 28E Agreement shall become effective 07/01/2026 and shall remain in effect until 06/30/2031 or unless terminated pursuant to paragraph 16 below.

16. The County or City may terminate this 28E Agreement at any time, with or without cause, by providing written notice to the other Party not less than one hundred eighty (180) days prior to the termination date. The effective date of termination will occur one hundred eighty (180) days following written notice or upon another termination date agreed to by the Parties in writing. The termination of this 28E Agreement shall not relieve any Party to this 28E Agreement of any obligations or liability arising during the terms of this 28E Agreement.

17. Upon execution of each party to this 28E Agreement, this 28E Agreement shall be electronically filed by the County with the Secretary of State pursuant to Iowa Code §28E.8.

MISCELLANEOUS

18. This is not a contract for employment and this 28E Agreement does not create the relationship of agent, servant, employee, legal or business partnership, joint venture, or association between the City and the County.

19. This 28E Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this 28E Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this 28E Agreement.

20. If any terms or conditions of this 28E Agreement are held to be invalid or illegal, those remaining terms or conditions shall not be construed to be affected.

21. Each party shall maintain adequate insurance or self-insurance coverage. Said coverage shall, at minimum, include general commercial liability/public sector liability at $1,000,000 per occurrence and $2,000,000 aggregate. See County insurance requirements in Attachment B

IN WITNESS WHEREOF, the 28E Agreement is executed as of the date first stated above.

City of Clive, Iowa	**Polk County, Iowa**
_____	_____
City of Clive, Iowa	Chair – Polk County Board of Supervisors
_____	_____
Date	Date

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: Resolution Approving a Furry Friends Refuge Agreement for Animal Control Sheltering Services.

SYNOPSIS:

Attachments:
1. FF 2026 signed Agreement

City of Clive, Iowa

Furry Friends Refuge

AGREEMENT FOR ANIMAL CONTROL SHELTERING SERVICES

THIS AGREEMENT FOR ANIMAL CONTROL SHELTERING SERVICES ("Agreement") is made and entered into by and between the City of Clive, Iowa hereinafter called ("City") and Furry Friends Refuge, (hereinafter referred to as "Furry Friends"), a private non-profit, corporation organized and existing under the laws of the State of Iowa, with its principal office located at 3505 Mills Civic Parkway, West Des Moines, Iowa, to board and care for impounded animals for the benefit of the City; and,

Whereas the City does not currently operate a modern animal shelter facility and, therefore, desires to enter into this Agreement with Furry Friends, for good and valuable consideration, CITY and FURRY FRIENDS agree as follows:

I. Purpose

1. The purpose of this Agreement is to establish the terms and conditions for the impounded animals by the Polk County Animal Control Officers or the City's police officers on behalf of the City to receive board and care at the Animal Shelter facility operated by Furry Friends.

2. This Agreement is a voluntary undertaking of the parties. It is not the intention of the parties to create a new legal entity.

II. Duration

1. This Agreement shall be approved by the City Council of the City of Clive. Said approval shall be by resolution. Said resolution shall authorize the Mayor of the City of Clive to execute this Agreement on behalf of the City. Upon approval by each party to this Agreement as provided herein, this Agreement shall be electronically filed by the City of Clive with the Secretary of the State of Iowa, as provided by Iowa Code section 28E. 8.

2. This Agreement shall become effective on July 1, 2026, and unless otherwise terminated as provided herein, shall remain in effect until June 30, 2031.

III. Services and Responsibilities

1. The City will deliver impounded animals to the Furry Friends' animal shelter facility located at 3505 Mills Civic Parkway, West Des Moines, Iowa ("Shelter"). The Polk County animal control officers or the City' s police officers will respond to animal control service trip calls in the City

following established procedures. If the animal owner is unknown or cannot be located during a service trip call, then the animal control officer, police officer, or other city employee will proceed to capture and transport the animal to the Shelter.

2. Furry Friends agrees to the following:

a. State License: On the annual anniversary of the date of this Agreement, Furry Friends shall provide to Clive proof of its valid animal welfare license issued by the State of Iowa, pursuant to Iowa Code Chapter 162, and shall maintain such license at all times for the duration of this Agreement.

b. Shelter, Board, and Care: Furry Friends will provide suitable shelter, nutrition, and daily care (food, water, litter, and fulfill other basic needs) for the impounded animals delivered to them by the City. Furry Friends will allow the City to inspect the Shelter as deemed necessary upon reasonable notice.

c. Hours: Furry Friends will operate at appropriate hours for customer service calls to benefit the public during weekdays and during weekends. If reasonable, the City or other officials referenced herein will deliver the captured animals to the Shelter during these public hours. In addition, Furry Friends will establish drop-off procedures at the Shelter for after hours and overnight delivery by the City or other officials.

d. Records: Furry Friends will be responsible for maintaining detailed records from intake to discharge of the impounded animals.

e. Furry Friends will maintain a website for public information for the duration of this Agreement with at least the following information:

i) Information on how to search and claim an impounded animal

ii) Physical and email address of its facility(s)

iii) Phone Number

iv) Hours of Operation

v) How to file a complaint and seek additional information

f. Complaints Received: Furry Friends will respond within twenty-four (24) hours to any complaint forwarded to Furry Friends by the City' s Police Chief, City Manager, or other City designee.

3. The City agrees to the following:

a. The City shall allow reasonable access to its animal licensing records system to designated Furry Friends employees. The information in the licensing system shall only be utilized as necessary to identify and

contact the owner of an impounded animal.

b. The City agrees to participate in a trap neuter/ spay and return ("TNR") program for community cats. It is the intent of the City to control the community cat population and to balance that control with public safety. In such, the City retains the right to determine if a community cat can be returned to an area based on established procedures. In addition, the City or Furry Friends may modify or end its participation in the TNR program without severing or further amendment to this 28E Agreement, with a 90-day written notice to the other party.

IV. Impoundment and Financial Responsibility

1. Holding Period. An animal without signs of ownership shall be kept for at least four (4) calendar days after the date of impound as a holding period in which the animal can be claimed. Animals with signs of ownership shall be kept for six (6) calendar days after the date of impound as a holding period in which the animal can be claimed. Furry Friends shall take reasonable steps to attempt to locate and contact the owner of any animal by phone or by mail before deeming the animal unclaimed (" Unclaimed").

2. The animal owner shall be responsible for paying Furry Friends for all reasonable charges related to the board and care of the impounded animal for the animal' s duration at the Shelter, including an intake fee and the costs for any necessary emergency medical or veterinarian services performed on the animal while it was in the care of Furry Friends, before the animal will be released to the owner.

3. Furry Friends may collect and retain animal impoundment and boarding fees, as set by the City of Clive, and any medical care costs prior to an owner reclaiming their animal. If Furry Friends waives any animal impoundment and boarding fees for an owner, it may not assess any fees to the City in lieu of collecting fees from the animal's owner.

4. Except as otherwise provided in this Agreement, following the applicable holding period, the City shall pay Furry Friends:

a. A flat intake fee of forty dollars ($40.00) per animal or litter of animals under twelve (12) weeks of age, and this shall include the mother of that litter; plus

b. A rate of ten dollars ($10.00) per animal or litter of animals under twelve weeks (12) of age, for each additional day beyond the first calendar day of impoundment through the final day of the applicable

holding period.
c. For the sake of clarification, these fees and daily costs shall not be charged to the City for an animal that is claimed, an animal that is a TNR program participant, or for an animal that Furry Friends continues to board and care for or adopt out pursuant to Section IV, 6. below.
d. The City shall not be responsible for paying or reimbursing Furry Friends for costs associated with necessary emergency medical or veterinarian services provided to or performed on the animal under any circumstance.

5. An animal held following a bite incident will be quarantined for no less than ten (10) days before it may be released back to its owner, as provided in Iowa Code section 351.39 and City of Clive Municipal Code 5-7-11. All costs incurred during this quarantine period will be the sole responsibility of the animal owner.

6. After the impound period listed in Section IV, 1., and after Furry Friends has attempted to locate and contact the animal owner, the impounded animal will be deemed " Unclaimed". At the time an animal is deemed unclaimed, it shall become property of Furry Friends. As owner of unclaimed animals, Furry Friends shall have independent ability to provide for any additional care and place unclaimed animals for adoption. The city shall have no further obligation beyond the initial holding costs set out in Section IV, 4. above, towards or responsibility for an animal after ownership transfers to Furry Friends. The Shelter will be a " no kill" facility.

7. Furry Friends is not entitled to receive any fees associated with City issued animal licenses. In addition, Furry Friends is not entitled to any revenue from fines levied by the City and Furry Friends is not authorized to collect any fines on behalf of the City.

8. The City agrees to pay Furry Friends the following amounts over the term of this Agreement to assist with staffing and maintenance costs.

a. FY 2026/2027- a sum not to exceed $3,039.00.
b. FY 2027/2028- a sum not to exceed $3,190.00.
c. FY 2028/2029- a sum not to exceed $3,350.00.
d. FY 2029/2030- a sum not to exceed $3,517.00.
e. FY 2030/2031- a sum not to exceed $3,693.00

9. As participants in a trap, neuter/spay and return (TNR) program for community cats, the City and Furry Friends agree that in lieu of the other fees set forth in Section IV, 4. of this Agreement:

a. An intake fee of twenty dollars ($20.00) for each eligible animal that participates in the TNR program will be charged to the City. An eligible

animal must be a community cat that is identified as living within the city limits of Clive.

b. Furry Friends shall be responsible for all required fees / costs to administer the TNR program within the city limits of Clive and shall be deemed services included in the overall cost of sheltering services provide by Furry Friends as part of this Agreement.

10. Furry Friends will be responsible to pay all costs to renovate, modify, or otherwise alter the exterior or interior of its animal Shelter facility or facilities, or grounds. The City will not invest any public funds for such purposes or share any expenses without first approving amendments to this Agreement. Any amendments to this Agreement shall be required to be similarly approved by the City Council of the City of Clive.

11. Furry Friends shall invoice the City for services listed in Section IV on a quarterly basis beginning on October 1, 2026 for the prior quarter (July 1, 2026 through September 30, 2026), and each subsequent quarter the first of the month after the prior quarter' s costs.

V. Independent Contractor

1. Furry Friends hereby acknowledges and agrees that, pursuant to this Agreement, it is an independent contractor and none of its employees or volunteers shall be considered an employee or agent of the City to this Agreement. Furry Friends shall be responsible for paying one hundred percent (100%) of the payroll and/ or self- employment taxes with respect to the amounts received from the City to this Agreement, as well as all local, state, and federal taxes, including estimated taxes, social security, disability insurance, if any, and any other similar form of payments, as well as all employment reporting, for Furry Friends and all of Furry Friends' employees, volunteers, and agents. Employees hired and volunteers acquired by Furry Friends to perform any and all of Furry Friends' obligations related this Agreement shall be paid or compensated by Furry Friends in accordance with the laws of the State of Iowa. Furry Friends shall also provide workers' compensation and other statutory benefits to comply with applicable state and federal laws.

Each party to this Agreement shall maintain supervision of its own personnel for their activities pursuant to this Agreement.

VI. Insurance Requirements

1. Furry Friends shall provide to the City annual proof of insurance in the

form of a " Certificate of Insurance" in at least the amounts specified below and shall maintain the insurance for the duration of this Agreement.
The minimum insurance coverage shall be as follows:

a. Commercial General Liability- $1,000,000.00 per occurrence; 2,000,000.00 general aggregate.
b. Workers' Compensation- Statutory, as required by the State of Iowa.
c. Employer' s Liability - $500,000.00 bodily injury each accident, by disease policy limit, and by disease each employee.
d. Excess/ Umbrella Liability - $1,000,000.00 per occurrence and annual aggregate limit.

2. The City shall be named as " Additional Insured" on the Commercial General Liability and Excess/ Umbrella Liability insurance policies.

3. Upon the annual renewal of insurance by Furry Friends for the duration of this Agreement, Furry Friends shall arrange for its insurance company to automatically send an updated Certificate of Insurance to the City for verification that the preceding insurance coverage is in force during the applicable contract year. Such Certificate of Insurance shall show the coverage limit by type, dates of coverage, and shall name the City as Additional Insured."

VII. Indemnification

1. To the extent allowed by the Constitution and the laws of the State of Iowa, each party to this Agreement agrees to indemnify and to hold the other party, their elected officers, agents, employees, successors, and assigns, harmless from and against all claims, demands, actions and/ or causes of actions, judgments, settlements, or other costs, including reasonable attorney' s fees, which the other party, their successors and assigns, may incur or sustain a) by reason of the indemnifying party' s breach of this Agreement or failure to legally or timely meet the responsibilities imposed herein (including, but not limited to, any financial obligations herein), or b) by reason of the torts of the indemnifying party. Furry Friends shall indemnify, defend, and hold harmless the City for damages, claims, demands, suits, judgments, costs, and expenses arising from a loss or damage to private property and/ or the death of or injury to private persons, relating to animal sheltering functions and services provided, or any other actions taken by personnel under Furry Friend's direction. The City shall maintain the defenses available to it pursuant to Chapter 670 of the Code of Iowa, as it now exists or may be amended.

VIII. Cancellation or Termination of this Agreement

1. The City or Furry Friends may terminate this Agreement at any time, with or without cause, by providing written notice to the other Party not less

than one hundred eighty (180) days prior to the termination date. The effective date of termination will occur one hundred eighty (180) days following written notice or upon another termination date agreed to by the Parties in writing. The termination of this Agreement shall not relieve any Party to this agreement of any obligations or liability arising during the terms of this Agreement.

2. Notwithstanding paragraph VIII, 1., in the event Furry Friends fails to satisfy its services or responsibilities under this Agreement, the City may deliver to Furry Friends a notice to cure or remedy such default or breach within sixty (60) days and if such default or breach is not remedied within such cure period, this Agreement may be promptly terminated by the City on its own behalf.

3. All notices under this Agreement must be in writing and shall be deemed given when either personally delivered or sent by certified mail with return receipt. Notice to the City shall be directed to the attention of the Chief of Police, City of Clive, 8800 Hickman Road, Clive, Iowa 50325. Notice to Furry Friends shall be directed to the attention of Britt Gagne, Director, 3505 Mills Civic Parkway, West Des Moines, Iowa 50265.

IX. Miscellaneous

1. Administrator. Pursuant to this agreement, the Clive Chief of Police or designee shall serve as the administrator of this Agreement.

2. Amendments. Any amendment to this Agreement shall be made in writing upon agreement of the City and Furry Friends, and such amendment shall be approved by resolution by the City Council of the City of Clive.

3. Liabilities. Notwithstanding anything in this Agreement to the contrary, any liabilities, debts or other obligations experienced by Furry Friends or its agents, volunteers, or employees, shall not be the responsibilities of the City.

IN WITNESS THEREOF, Furry Friends Refuge, through its duly authorized representative, has caused this Agreement to be executed this day _13th____ of __June___, 2026.

Furry Friends Refuge

By: _____

Britt Gagne, Director

Attest: _____

Molly VerMulm, Board Member

IN WITNESS THEREOF, the City of Clive, through its duly authorized representative, has caused this Agreement to be executed this _____ day of _____, 2026.

City of Clive, Iowa

By: _____

John Edwards, Mayor

Attest: _____

Matthew Graham, City Clerk

RESOLUTION 2026- _____

RESOLUTION APPROVING RENEWAL OF AGREEMENT FOR ANIMAL SHELTERING SERVICES WITH FURRY FRIENDS REFUGE.

WHEREAS, the City of Clive is required to respond to calls for service for at-large and biting animals, and

WHEREAS, the City does not manage a stand-alone animal shelter or facility, and

WHEREAS, the City of Clive previously entered into an Agreement for Animal Sheltering Services with Furry Friends, for those animals that are at-large or have run from their owners, and

WHEREAS, the term of the prior agreement has expired, and continued animal sheltering services are necessary to support City Code requirements and provide efficient customer service to residents; and

WHEREAS, City staff have reviewed the proposed renewal agreement with Furry Friends. A nominal increase in fee's of 5% per year through fiscal year 2031 is included in this renewal with Furry Friends, and

WHEREAS, City Staff recommend approval of the renewal agreement under substantially similar terms as the prior contract.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

The Renewal Agreement for Animal Sheltering Services with Furry Friends is hereby approved, and the Mayor is authorized to execute said Agreement on behalf of the City, and the City Clerk is authorized to attest to the Mayor' s signature.

PASSED AND APPROVED this ____ day of _____, 2026.

_____
John Edwards, Mayor

_____
Attest: Matthew Graham, City Clerk

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: Police Department Administrative Staff Reorganization and Crisis Intervention Team (CIT).

SYNOPSIS:
With a pending retirement affecting the administrative staff at the Police Department, I am proposing that, once a new Administrative Specialist is named, that the current vacated spot is not filled. This will allow the Police Department to move our two part-time Community Service Officers (CSOs) into halftime positions, giving administration more flexibility to accomplish everyday tasks. Making this staffing change will result in a $71,235 savings in salary and benefits for the administrative division of the department. At the same time, our Behavioral Health - Area Service Organization (BH-ASO) Iowa Primary Care Association (IPCA) has presented us with an opportunity to keep our funding levels for the Crisis Intervention Team (CIT) at the FY 25-26 level of $120,000.00. This is an increase of $30,000 on top of what we were already expecting from the current agreement. While this funding is for FY 26–27, I am optimistic that another opportunity for FY 27–28 and beyond will also be available to us, with similar funding levels. At a minimum, this amendment does increase our future funding by $30,000 yearly.

As you know, one of my goals has been to bring this CIT program completely in-house to the department, and I feel like this is the opportunity to do so. With the additional commitment of IPCA funds, along with the cost savings from the restructuring of administration, the department would be able to accomplish this with limited obligation to the city. In the included memo, I have presented you with the breakdown of current expenses for administration as well as projections for FY26-27. I have also provided projected costs for the implementation of the CIT program. When combining the IPCA funds with the administrative savings, the city's obligation is about $36,000 for FY 26-27. When you consider that the IPCA funding is revenue, and could be applied to offset cost of a new officer in the department, the city obligation drops even further to about $16,000. In fact, the difference between the savings of administrative costs and the cost of bringing the MHC position into the department is about $11,500.

The resulting control we would have over a position like this would allow us to further expand the abilities and outreach of this team. Not only in public safety, but citywide.

City Legal has reviewed this amendment and had some concerns regarding IPCA's use of a Provider's Manual as a method of amending this contract now, and unilaterally, into the future. Part of the amendment states that the BH-ASO (IPCA) may periodically update the Provider Manual. Legal Council felt that this could be a means for the BH-ASO to circumvent the amendment process in the future. I have received a draft copy of the manual and have assurances that the manual would be used only to manage the program and provide information on services, establish points of contact and invoice directions, among other administrative items. It would not be used as a means of altering or amending contracts that are in place or being considered. Legal has had a chance to review this manual as well, and while they have concerns about how the manual could potentially affect the amendment, staff are in agreement that we are comfortable moving

forward.

For your consideration is a resolution to approve the amendment to the IPCA contract, which will increase FY 26-27 funding back to the $120,000 level. Also, to prepare the department to bring the MHC position under the department, there is a resolution to approve the Mental Health Co-Responder job description. If approved, we will move to fill that position.

Attachments:

1. Reorganization of Administrative Staff/Crisis Intervention Memo.

2. PowerPoint for AS/CIT Restructure

Attachments:
1. Admin and CIT reorg FY27
2. Admin CIT reorg Power Point

Clive Police
8800 Hickman Road
Clive, IA 50325
515.278.1312
cityofclive.com

To: Mayor Edwards and Clive City Council
From: Mark Rehberg, Chief of Police
Date: 15 June 2026
Re: Reorganization of Administrative Staff/Crisis Intervention – July 2026

Mayor and Council,

You might recall our Records Supervisor, Mary Ramsey, has indicated her intent to retire from City employment on July 10th, 2026. In preparation for this, we have begun a process to identify her replacement. I anticipate this being an internal candidate, and I have reviewed the job description for the Administration Specialist. I do not believe any changes are required.

Along with Mary's retirement and replacement, I will be recommending we do not backfill any open position within the Administrative Staff a promotion would create. Rather, I propose that our two part-time Community Service Officers (CSOs) be upgraded to 1 Full Time Equivalent (FTE) between the two staff personnel. This would keep our administrative staff at three FTE (two full-time and two part-time) to maintain sufficient coverage of the PD reception area, resulting in a total reduction of .7 FTE for the department. This change creates savings where salary and benefits are concerned. Moving forward from July, this would provide an opportunity to evaluate this model and reassess at six months.

This also provides an opportunity to reallocate these savings to our Crisis Intervention Team funding shortages. As you know, I am currently in discussions with Iowa Primary Care Association (IPCA) to increase our state funding. On Friday, May 29th, I was provided with a contract that outlined the next three years of our partnership with IPCA. In this contract amendment, IPCA has agreed to provide an additional full year of funding for FY27, at the current amount of $120,000. The agreement would continue with drawdowns in funding for FY28 (-$30,000) and FY29 (-$30,000). We would then remain at a $60,000 funding level moving forward from FY30. At this time, the greatest unknown is what involvement Inside/Out Wellness will have with the department after June 30, 2026. This amended agreement provides more funding than our current agreement as will be outlined later in this memo.

The amendment is attached for your review, and should you desire to move forward with this funding opportunity, I can complete the amended agreement electronically.

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My desire is to bring this program completely in-house and ensure we continue providing this service to the residents of the City of Clive and metro area in general. If Inside /Out does drop out of this program, it would leave us without a Mental Health Co-Responder (MHC), to staff the CIT. I see this as an opportunity to bring CIT completely under our control, while still utilizing state funding from IPCA in the short term. Longer term, the savings in administrative benefits and salary, as well as the potential of other revenue sources will extend our ability to keep this program in place while maintaining control of expenses incurred by the City. Bringing it in-house would result in an overall increase of 0.3 FTE to the Police Department Table of Organization (TOE) staffing count. To prepare for this possibility, I have created a job description for an MHC position, which is included on this agenda.

Preliminary estimates for cost of the current staffing, as well as re-organized staffing and the addition of an MHC are below.

Current FY 25-26:

Position	**Salary/Benefits**
Admin Specialist	$118,531.53
Admin Assistant (x2)	$169,510.58
CSO x 2 PT (0.7 FTE)	$65,757.74
Total:	**$353,799.85**

Projected FY 26-27: Including FY 27 salary increases

Position	**Salary/Benefits**
Admin Specialist	$97,860.00
Admin Assistant	$97,564.02
CSO x 2 PT (1 FTE)	$87,140.73
Total:	**$282,564.75**

Projected Staff savings: $71,235.10

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Crisis Intervention Projected FY26-27:

CIT Officer	$144,740.00
MH Co-Responder	$82,819.00
Total:	**$227,559.00**

Projected Revenue and Savings FY 26-27:

Revenue IPCA	$120,000.00
Staff realignment savings	$71,235.10
Total:	**$191,235.10**

Net cost to City for FY 26-27: $36,234.00

Total impact on budget:

For the Crisis Intervention police officer position, when comparing the original contract with the amendment presented by IPCA, the following increase in funding, year to year is illustrated below. Under the new amendment, IPCA minimum financing will remain at $60,000.00 per year in FY29 and beyond.

	Original	Amended	Increase
FY27:	$90,000	$120,000	+$30,000
FY28:	$60,000	$90,000	+$30,000
FY29:	$30,000	$60,000	+$30,000
FY30 and beyond:	$30,000	$60,000	0

Projected costs moving forward (Includes 4% increase for FY28 and FY29):

	Expense	Revenue	Difference
FY27:	$227,559	$191,235	($36,324)
FY28:	$236,661	$161,235	($75,426)
FY29:	$246,127	$131,235	($114,892)

While there is some financial obligation to the City, the overall benefit of this amendment is an increase in funding provided by IPCA, which actually lowers city expenses. While there may be additional opportunity, year-over-year for contract amendments, at this time,

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the amendment allows for a higher level of financial support from IPCA, reducing the yearly obligation to the City by 50% by FY 28-29.

The Mental Health Co-Responder cost of $82,819.00 is nearly offset altogether by the savings represented in the staff reorganization plan presented. The total savings from the reorganization drops additional city expenses to ($11,584.00).

Our CIT Officer was a 29th sworn position, which was established in 2023, when this program started. While included in our general fund budget, the current IPCA payment is shown as revenue to the city, and that is where the offset comes in for this program.

It is important to note this does consider adding a position description for the MHC so, in the event our partnership with Inside/Out Wellness dissolves quickly, we will be able to move on with an in-house program, should the Council decide this is the direction we want to move in.

As I have stated in the past, this is one of the most effective, well received and necessary programs that I have seen during my law enforcement career. Like any new program within a city, there are going to be costs associated with it, and while that is also true with CIT, we have some time to secure additional funding. The Return on Investment is extremely high. We have shown the workload and opportunity for this program to work here exists. I am working with Fire-EMS Chief Garcia to identify how CIT can further benefit the Fire and EMS side of public safety, and what this program looks like as a resource within all city departments. This team has, in fact, already proven beneficial to other employees within the organization.

It is my opinion the returns far outweigh the costs. While these do increase over the following two years, that potential for continued funding remains with our IPCA partners. We will also continue to find additional sources to offset expenses. In the short term, as your Police Chief, I recommend that we move forward, with the understanding that additional revenue sources will continue to be sought.

Please let me know if you have any questions.

Mark Rehberg
Chief of Police

Reorganization of Administrative Staff and Crisis Intervention Opportunity

A lot of pieces to the puzzle.

Current Staffing Administration and Support (3.7 FTE)

- One Administrative Specialist – Records Supervisor
- Two Administrative Assistants
  - Records Requests
  - Answer and route calls
  - Quality Assurance and report management
  - Billing
  - Walk in traffic
- Two Part-time Community Service Officers (CSOs)
  - Evidence and property requests
  - FOIA
  - Video redaction and manage 911 records
  - Fingerprinting
  - Fleet maintenance
  - CALEA and ILEAP Accreditation

July 10, 2026

Due to a retirement

- Currently at 3.7 FTE
- Administrative staff will drop to 2 FTE.
- Specialist will be replaced with no backfill of open spot.

CSOs

- Increased CSO responsibility
- Proposed increase of hours to 1 FTE between them

Savings from this change

Current FY 25-26:	**Projected FY 26-27:**
Position Salary/Benefits	
Admin Specialist $118,531.53	$97,860.00
Admin Assistant (x2) $169,510.58	$97,564.02
CSO x 2 PT (0.7 FTE) $65,757.74	$87,140.72
Total: $353,799.85	**$282,564.75**

Projected Saving for FY 26-27: $71,235.10

Crisis Intervention Costs

Crisis Intervention FY 26-27 Projected

- CIT Officer $144,740.00
- MH Co-Responder $82,819.00
- **Total: $227,559.00**

Projected Revenue and Savings FY 26-27

- Revenue IPCA $120,000.00
- Staff realignment savings $71,235.10
- **Total: $191,235.10**

- **Net cost to City ($36,234.00)**

Future Budget Impact

Under the original contract

	Original	Amended	Increase
•	FY27: $90,000	$120,000	+$30,000
•	FY28: $60,000	$90,000	+$30,000
•	FY29: $30,000	$60,000	+$30,000
•	FY30 and beyond: $30,000		

Projected costs moving forward Under Amendment

	Expense	Revenue	Difference
•	FY26-27: $227,559	$191,235	($36,324)
•	FY27-28: $236,661	$161,235	($75,426)
•	FY28-29: $246,127	$131,235	($114,892)

Another way to look at it.



Straight Staffing Cost of MHC

- MHC Position: $82,819
- Staff Cost Savings: $71,235.10
- Additional cost: $11,583.90

ROI

How does this benefit the PD

- Increased control of position
- Improves work relationship with outside partners
- Better positions us for the future as leaders in the metro
- Works as a force multiplier within all of Public Safety
- New resource for all departments citywide

At the end of the day…

- Increases total staffing at the PD by 0.3 FTE
- 2FT support staff
- 2 PT support staff (this is where the 0.3 comes from)
- 1 FTE (moves from AA to CIT)
- Total increase in staff expense: $11,583.90

Next Steps

- Recommend approval of the amendment to the IPCA Contract for FY 26-27 funding and beyond. Staff and City Legal have reviewed this. Legal had some concerns on the manner in which the Budget Manual could be used, however staff is comfortable moving forward.
- Recommend approval of the position description for Mental Health Co-responder (MHC).
- Upon approval, we would start the hiring process and hope to have position filled by mid to late July.

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: Resolution Approving Iowa Primary Care Association Amendment

SYNOPSIS:

Attachments:
1. Resolution_BH_ASO_2026_Amendment
2. City of Clive Final BH-ASO Amendment

RESOLUTION NO._____

RESOLUTION APPROVING AMENDMENT TO BEHAVIORAL HEALTH SERVICES AGREEMENT WITH IOWA PRIMARY CARE ASSOCIATION (IPCA)

WHEREAS, the City of Clive (the "City") strives to ensure the availability of resources and services to respond to behavioral health-related public safety calls in the community; and

WHEREAS, the Iowa Primary Care Association ("IPCA"), serving as Iowa's Behavioral Health Administrative Services Organization ("BH-ASO"), is a non-profit corporation contracted with the Iowa Department of Health and Human Services to serve as the BH-ASO for all behavioral health districts in the State of Iowa under 2024 Iowa Acts, chapter 1161; and

WHEREAS, the City desires to continue participation in the co-responder program provided through BH-ASO to assist in responding to mental health-related calls for service within the City; and

WHEREAS, the proposed Amendment to the Behavioral Health Services Agreement ("Agreement") sets forth new financial terms under which the City will provide a Crisis Intervention Officer (CIO) to collaborate with a designated Mental Health Professional to deliver co-responder services for behavioral health calls in the Clive community; and

WHEREAS, the City Council has reviewed the Amendment, attached hereto, and believes it is in the best interest of the City and its residents to enter into the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA, that the Amended Behavioral Health Services Agreement between the City of Clive and BH-ASO, in substantially the form attached hereto and incorporated herein by this reference, is hereby approved; that the Mayor, or his designee, is hereby authorized and directed to execute the Agreement on behalf of the City of Clive, including any ancillary documents necessary to effectuate the terms of the Agreement; and that the City Clerk is authorized to attest such documents as necessary.

PASSED AND APPROVED this ___ day of _____, 2026.

_____
John Edwards, Mayor

ATTEST:

_____
Matthew Graham, City Clerk

Behavioral Health – Administrative Services Organization Amendment

This Amendment (Amendment) shall modify the Behavioral Health - Administrative Services Organization Agreement (Agreement) entered into effective July 1, 2025, by and between the Iowa Primary Care Association (BH-ASO) and City of Clive (Provider). The effective date of this Amendment shall be July 1, 2026. All capitalized terms used in this Amendment which are not defined herein shall have the same meaning as set forth in the Agreement.

1. **Description of Amendment:** Fiscal Year (FY) 2027 Agreement updates and FY 27 funding amounts. Unless otherwise noted, underlined sections shall denote added language and stricken section shall denote deleted language.
2. **Signature Page:**
    a. Iowa PCA Mailing Address – Official Correspondence: is amended by striking "50319" and replacing with "50309".
3. **Recitals:**
    a. Amend Section 1 of the Recitals as follows: WHEREAS BH-ASO is a non-profit corporation contracted with the Iowa Department of Health and Human Services to serve as the Behavioral Health Administrative Services Organization in all behavioral health districts in the State of Iowa under 2024 Iowa Acts, chapter 1161 (the "BHDADS Systems Act") and pursuant to Contract # BEHEOPC-25-201 as amended from time-to-time (the "State ASO Contract");
4. **Section 1 – Definitions**
    a. Header section: The terms set out below shall have the meanings assigned to them in this Agreement. If a term is not defined in this Agreement, it shall have the meaning assigned to it in the BHDADS Systems Act or the State ASO Contract, or other ~~appliable~~ applicable state or federal code or regulations. In the event of conflict between such definitions, the definition given to a term by the BHDADS Systems Act shall control.
    b. 1.10. Loss: Shall have the meaning assigned to ~~in~~ it in Section 5(1) of this Agreement.
    c. 1.13. Policies and Procedures: Those written policies and procedures, and general requirements from Iowa HHS, published by BH-ASO on its website that govern the relationship among Iowa HHS, the Provider, and BH-ASO, including any procurement policy, billing and payment process, grievance procedures, and ~~provider handbook~~ Provider Manual or similar materials.
    d. NEW SECTION - 1.15. Provider Manual: A supplemental document to this Agreement which outlines specific guidelines and responsibilities that the Provider must adhere to. BH-ASO may periodically update the Provider Manual and will supply the Provider Manual to the Provider in an electronic format, upon request, and on the BH-ASO website.
    e. Renumbering of previous sections 1.15 – 1.18 to 1.16 – 1.19
5. **Section 2 – Provider Obligations**
    a. 2.1.a. Provider agrees to provide the Services and Deliverables set out in Attachment A and B to the District(s) outlined in Attachment A and B, and any other attachments

adding Services or Deliverables. These Services shall be provided at the same service level and quantity for the entire term of the Agreement, unless otherwise noted in Attachment B.

b. 2.6. Maintaining Records. Provider will maintain complete and correct books and records relating to Services provided under this Agreement for tax, accounting, and operation purposes. Provider records will include, but are not limited to, any records required in Attachment A or B, medical, and billing records for each Consumer to whom Provider provides Services. These records shall be available for inspection by the BH-ASO and Iowa HHS, with five days written notice. The records Provider maintains related to Services provided hereunder shall contain all information required by Law, generally accepted professional practices, the Policies and Procedures, the State ASO Contract, and this Agreement. Any records will be owned and maintained by the Provider and Provider will retain such records for as long as required by Law. This section will survive any termination of this Agreement.

c. 2.7. Annual Audit and On-Site Visits. Provider shall engage a certified public accountant (CPA) to conduct an annual financial audit and must provide the report of each such audit to the BH-ASO within one hundred eighty (180) days of Provider's fiscal year end. If Provider is unable to obtain a financial audit by a CPA due to shown financial hardship, the Provider may annually request a hardship waiver in writing from the BH-ASO and work with the BH-ASO to agree upon an alternative documentation of the finances of the Provider. BH-ASO may periodically conduct site visits and reviews of Provider facilities and places of service, which such site visits may be in-person or virtual.

d. 2.10. (Title Only) Delivery of Consumer Information ~~and Site Visit~~

e. 2.18. Liability Insurance. Provider will maintain general liability insurance, professional liability insurance, automobile liability, umbrella liability, workers' compensation/ employer liability, and property damage coverage consistent with industry standards and as required by Law, but such amount will be no less than one million dollars ($1,000,000.00) per occurrence and ~~three~~ two million dollars ($~~3~~2,000,000.00) in the aggregate for a policy year. Provider will maintain cyber insurance and additional insurance coverage consistent with industry standards and as required by Law, but such amount will be no less than one million dollars ($1,000,000.00) per occurrence and ~~three~~ two million dollars ($~~3~~2,000,000.00) in the aggregate for a policy year. Additionally, if ~~for each~~ applicable, Provider shall maintain employee medical malpractice coverage ~~shall be maintained~~ consistent with industry standards and as required by Law~~, but such amount will be no less than one million dollars ($1,000,000) per occurrence and three million dollars ($3,000,000) in aggregate for the policy year~~. Provider will deliver copies of such insurance policy to BH-ASO within ten (10) business days of a written request by BH-ASO. Provider will deliver advance written notice fifteen (15) business days before any change, reduction, cancellation, or termination of its insurance coverage. This section will survive any termination.

f. 2.19. Compliance with Law and Government Contracts. The Provider will comply with the Law that is applicable to this Agreement. Provider acknowledges BH-ASO has entered into a State ASO Contract and Provider agrees it will comply with the applicable

requirements from the State ASO Contract and any applicable amendment. Upon written request from Provider, BH-ASO will give Provider a copy of each relevant Government Contract under which Provider is participating, redacted to remove financial and other private and trade secret information. Provider will comply with all relevant and applicable portions of the Provider Manual. BH-ASO may periodically update the Provider Manual and will supply the Provider Manual to the Provider in an electronic format, upon request, and on the BH-ASO website.

g. NEW SECTION - 2.22. Budget and Work Plan. Provider agrees to submit a project description, budget, and work plan, or action plan, for each Service area that Provider receives funding from the BH-ASO no later than September 1st, annually. Budget and work plan must be submitted in the format outlined in Iowa HHS guidance or the Provider Manual, unless otherwise agreed upon by Provider and BH-ASO.

6. **Section 3 – Payment**
   a. NEW SECTION - 3.3.b. Invoices must be submitted in the format outlined in the Provider Manual, unless otherwise agreed to by Provider and the BH-ASO.
   a. 3.3.b (renumbered 3.3.c). Invoices must contain any required elements for each Service set out in the attachments or the Provider Manual.
   b. Renumbering of previous sections 3.3.b – 3.3.d to 3.3.c – 3.3.e
7. **Section 5 – General Conditions**
   a. 5.4 Entire Agreement. This Agreement, including attachments, exhibits, amendments, Provider Manual, and incorporated documents or materials, contains the entire agreement between the Parties relating to the rights granted and obligations imposed by this Agreement. Any prior agreements, promises, negotiations, or representations, either oral or written, between the Parties and relating to the subject matter of this Agreement, are of no force or effect.
   b. NEW SECTION – 5.19. Corrective Action Plan. If the BH-ASO, in its sole, reasonable discretion has belief that Provider has engaged, or failed to engage, in an action which limits their ability to provide Services which meet the standard of care outlined in Section 2.1 or has engaged in misuse of funds paid by the BH-ASO, the BH-ASO may require Provider to participate in a corrective action plan. Provider must implement the corrective action plan by the date outlined in the corrective action plan. If Provider fails to meet the requirements of the corrective action plan, the BH-ASO may take additional actions up to and including termination of this Agreement.
8. **Attachment A –** Individual Service subsections are deleted in its entirety and replaced with:

Co-Responder – Law Enforcement

1) **<u>Compliance and Required Activities:</u>**
   a) Crisis Intervention Officer (CIO)
      i) Must be a certified and sworn law enforcement officer under the authority and employment of, and supervised by, the Provider.
      ii) Must perform the following duties:
         (1) Maintain a professional working relationship with the Mental Health Professional (MHP). The BH-ASO may assist in finding a MHP if requested by Provider.
         (2) Be the direct liaison between the mental health community and Provider.
         (3) Respond to mental health related calls for the Provider's designated area.
         (4) Complete mental health follow-ups with identified Consumers or referrals from patrol.
         (5) Complete assessments of individuals in a mental health crisis to determine if involuntary hospitalization is required.
         (6) Provide transportation to locally identified resources best suited for the Consumer requesting/requiring hospitalization.
         (7) Develop a resource guide linking all community stakeholders for their District or service area.
         (8) Coordinate with local mental health agencies for continuity of care.
         (9) Attend meetings with local facilities, hospitals, courtroom work groups, and other key stakeholders, as required.
         (10) Maintain, or cause Provider to maintain, data pertinent to the services required by the CIO. This includes, but is not limited to, number of Consumers responded to.
         (11) Attend roll calls, monthly or as needed, to educate patrol officer and supervisors about the program.
         (12) Work closely with the BH-ASO to improve implementation of the co-responder program.
         (13) Participate in any applicable training offered or required by the BH-ASO, including but not limited to: Crisis Intervention Team (CIT) principles, de-escalation, mental health law, trauma-informed response, and collaboration with behavioral health systems.
         (14) Other duties or responsibilities as assigned or required by Law.
      iii) Provider must provide the following for the CIO
         (1) Unmarked police motor vehicle
         (2) Office space (including, but not limited to, a desk)
         (3) All standard issue police equipment
         (4) Adequate and appropriate supervision and clear role expectations.
   b) Provider shall pay the salary/wages, unemployment benefits, taxes, FICA, and any other compensation and benefits associated with CIO.
   c) Provider shall maintain workers compensation insurance.
   d) Work with a Mental Health Professional

e) CIO and MHP agree to share any relevant and appropriate data and information necessary to respond to the deliverables in this Attachment.
f) CIO will keep any information shared by MHP confidential unless otherwise required by Law to disclose the information.
g) Provider must alert the BH-ASO immediately for the following changes or shortages: including staffing changes, coverage gaps, role modifications, or suspension of services.
h) CIO shall refer to system navigation or share system navigation information if appropriate.

2) **Allowable and Unallowable Costs:**
   a) Step Down
      i) The BH-ASO portion of funding the program will be stepped down annually, starting July 1, 2027, by the following:
         (1) Step Down Year One: BH-ASO will fund 75% of cost of CIO.
         (2) Step Down Year Two: BH-ASO will fund 50% of cost of CIO.
         (3) Step Down Year Three and ongoing: BH-ASO will fund 50% of cost of CIO.
   b) Unallowable costs
      i) Vehicles
      ii) Weapons

3) Required Reporting:
   a) The following shall be reported monthly, unless otherwise noted:
      i) Job title and qualifications;
      ii) Annual salary and/or hourly wage
      iii) Dispatches-number of dispatches per month, age, gender
      iv) Dispatches per town,
      v) Dispatches per law enforcement department,
      vi) Average time on dispatch,
      vii) Dispatch Disposition/Outcome,
      viii) Primary presenting issue (client),
      ix) From dispatches-active referrals were made,
      x) Summary of dispatches,
      xi) Intervention-number of interventions per month, age, gender,
      xii) Average time spent on intervention,
      xiii) Intervention dispositions/Outcome,
      xiv) Primary presenting issue (client),
      xv) From Interventions - active referrals were made,
      xvi) Intervention contact type,
      xvii) Face to face interventions by town,
      xviii) Summary of formal follow-ups and care coordination

9. Attachment B

SERVICE	COUNTIES SERVED	FY 2027 FEES
Co-Responder – Law Enforcement		$120,000.00

~~Unless otherwise noted in Attachment B, Provider will continue providing services in the areas where the Provider was contracted to provide services during state FY 25.~~

The BH-ASO reserves the right to engage with the Provider in a process of retrospective settlement based on funds paid for by the SN-MIS, Iowa Medicaid, or other third parties to offset access and sustainability funds, if ~~appliable~~ applicable.

10. Attachment C

Provider is required by Iowa HHS, the BH-ASO, or other funding sources, to provide data sets. These data sets may be outlined in:

- Iowa HHS Documents
- BH-ASO Provider Manual
- Attachment A to this Agreement

Unless otherwise agreed to by Provider and the BH-ASO, or outlined in Iowa HHS Documents, Provider must submit data in the format and manner outlined in the Provider Manual and in a secure manner.

~~Provider and BH-ASO agree to meet between July 1, 2025 and March 1, 2026 to fully establish required data and reporting, including but not limited to evidence based outcomes, and required format for submission. No less than sixty (60) days notice will be given for the data and reporting requirements, unless the requirement has a shorter implementation date as required by law.~~

11. All other terms and conditions of the Agreement shall remain in full force and effect.

In consideration of the promises and representations stated, the Parties agree as set forth in this Agreement. The Authorized Representative acknowledges, warrants, and represents that the Authorized Representative has the authority and authorization to act on behalf of its Party. The Authorized Representative further acknowledges and represents that he/she received and reviewed this Agreement in its entirety.

The Authorized Representative for each Party executes this Agreement with the intent to bind the Parties in accordance with this Agreement.

Provider's Legal Name ("Provider"): City of Clive	
Authorized Representative's Signature:	Authorized Representative's Name – Printed:
Authorized Representative's Title:	Authorized Representative's Signature Date:

Iowa Primary Care Association ("BH-ASO")	
Authorized Representative's Signature:	Authorized Representative's Name – Printed: Aaron L. Todd
Authorized Representative's Title: Chief Executive Officer	Authorized Representative's Countersignature Date:
Effective Date of the Agreement ("Effective Date"):	

Memo

TO: Mayor and Council members
FROM: Mark Rehberg, Captain / Operations Commander
DATE: June 25, 2026
RE: Resolution Approving Mental Health Co-responder (MHC) Job Description

SYNOPSIS:

Attachments:
1. MHC Job Description Resolution
2. 2026 Mental Health Co-Responder Job Description Final

RESOLUTION NO._____

Resolution Approving Job Description for Full-Time Position of Mental Health Co-Responder (MHC)

WHEREAS, as an on-going personnel matter, the City of Clive is desirous of approving a Full-Time Mental Health Co-Responder (MHC) position with the City of Clive and,

WHEREAS, the City of Clive has prepared a job description for a Mental Health Co-Responder position within the City of Clive and,

WHEREAS, after reviewing such description, the City Council desires to approve such job description,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLIVE, IOWA:

That the new job description for the position of Mental Health Co-Responder, as presented to the City Council on this date, is hereby approved by the Clive City Council.

PASSED AND APPROVED this 25th day of June, 2026.

_____
John Edwards, Mayor

ATTEST:

_____
Matthew Graham, City Clerk

POSITION
Mental Health Co-Responder – Full Time

DEPARTMENT
Police Department

FLSA CLASSIFICATION
Non-Exempt

FACILITY AND WORK AREA
Clive Police Department Response District and Clive Police Station

JOB SUMMARY

Under the general direction of the Criminal Investigations Division (CID) Commander, provides mental health related services based on law enforcement contracts and acts as liaison between the police department and various mental health providers, consumers and the community. This is a non-sworn position and does not perform law enforcement functions. This mental health responder will work closely with a Crisis Intervention Team (CIT) police officer in a co-responder model.

Provide crisis intervention, case management, resources and community conflict resolution by responding to calls involving people that need assistance due to mental health concerns, community concerns, substance abuse, experiencing homelessness and those that need a resolution outside of the criminal justice path.

The job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

JOB FUNCTIONS

Examples of Essential Job Functions

Crisis Response and Field Operations

- Responds to emergency calls or situations involving individuals experiencing mental health crises alongside law enforcement.
- Assesses the mental health status of individuals in crisis and determine immediate needs, including potential risks to themselves or others.
- Provides emotional support and crisis de-escalation techniques to calm individuals in distress.
- Work in tandem with police officers to ensure an appropriate and coordinated response to individuals in crisis.

Case Management and Follow-Up Services

- Conduct ongoing follow-up and case tracking for individuals after initial crisis response to ensure continuity of care and successful connection to services.
- Connect individuals to appropriate mental health services, including psychiatric evaluations, inpatient care, outpatient therapy, or substance abuse treatment.
- Collaborate with clients and service providers to support individualized service or care plans.
- Coordinate outreach and support services for individuals experiencing homelessness.
- Aid victims of domestic violence and track follow-up procedures.

Coordination and Community Liaison

- Act as a liaison with the mental health task force and other mental health resources.
- Collaborate with local mental health professionals, hospitals, and social service agencies to facilitate timely care.
- Coordinate with courts, hospitals, and regional partners to support a system-wide response.
- Serve as part of the liaison team for Clive Behavioral Health (CBH) and review policies and procedures where missions overlap.
- Develops and maintains a comprehensive community resource guide of mental health, social service, and support providers.

Data Collection, Analysis, and Reporting

- Maintain accurate, confidential, and timely records of interventions, and referrals.
- Tracks, analyzes, and reports program data, outcomes, and trends to support decision-making and continuous improvement efforts.
- Maintains data as prescribed by the department, prepares a monthly reports to the chief, and develops tracking programs.
- Perform duties involving the administration of confidential data and information.

Training, Education, and Program Improvement

- Provides training and education to police officers, City staff, and community partners regarding mental health response and the co-responder program.
- Participates in continuous improvement efforts of the co-responder model, including program evaluation and implementation enhancements.
- Assists in the development and coordination of training related to mental health services.
- Stay current with mental health crisis intervention techniques, best practices, and legal or policy changes.

General Responsibilities

- Attend court proceedings as needed based on mental health protocols and legal requirements.
- Assure that the City's mission, goals, and objectives are supported.
- Performs other related duties as assigned.
- This position supports diversion from the criminal justice system and promotes community-based solutions to behavioral health needs when feasible.

EMPLOYMENT STANDARDS AND QUALIFICATIONS

Required Knowledge, Skills and Education

Knowledge

- Proficiency with PC's, specifically mobile data units, and computer software and applications.
- Knowledge of City geography and municipal boundaries.
- General knowledge of office equipment, including facsimile, photocopier, telephone, calculator, and shredder.
- Knowledge of tools and equipment, including emergency equipment (i.e. AED, etc.), fire equipment, electronic equipment.
- Familiarity with the Health Insurance Portability and Accountability Act (HIPAA), Iowa Code 229 and rules pertaining to the committal process for persons in crisis.

Skills

- Ability to handle confidential information in a sensitive manner.
- Ability to analyze situations and adopt a quick, effective, and reasonable course of action during stressful, emotional and/or physically taxing situations.
- Ability to write clear, accurate, factual, and concise reports.
- Excellent critical thinking skills, including, but not limited to, the ability to: make observations and remember pertinent facts; question witnesses and obtain pertinent information.
- Excellent oral/interpersonal communication skills.
- Ability to handle stressful, hostile, or irrational people, whether due to physical or mental impairments.
- Ability to maintain intense concentration and alertness during stressful situations, particularly when preceded by extended periods of relatively low stress or monotony.
- Must meet background check requirements consistent with City policy.
- Continuous visual effort, depth perception, color vision, hearing, and speaking abilities.

- Ability to perform essential duties at designated work site location at designated hours.
- From time to time, may be requested to respond for off-hour emergencies and/or work assignments.

Education, Training and Experience

Must be able to pass a pre-employment offer: reference checks, drug screen, motor vehicle report, background and credit history check. Any combination of education and experience that demonstrates the required knowledge, skills, and abilities may be considered.

Valid Iowa Drivers' License.

CPR/First Aid/AED certifications within twelve months of employment

Required Education

High school diploma or equivalent (GED/HiSET).

Preferred Education

Bachelor's Degree in a human services-related field (including, not limited to psychology, social work, nursing and education).

Preferred Experience

BA/BS degree + minimum of two years of experience in behavioral or mental health services, or;

AA Degree in a human services-related field + Minimum of three years of experience in behavioral or mental health services, or;

Minimum of five years of experience in behavioral or mental health services.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Required Characteristics of the Job

Sitting, Kneeling, Reaching, Finger Dexterity, Talking, Hearing, Repetitive Motions.

Physical Characteristics of the Job

Light work exerting up to twenty (20) pounds of force occasionally and/or up to ten (10) pounds of force frequently. Required walking or standing in an office environment or in a patrol car for extended periods of time. Pushing and/or pulling of arm and leg control frequently.

Environmental Conditions

This work is primarily conducted in an office environment or in a police patrol vehicle. The job required sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant workplace pressure and at times, irregular work hours. All weather conditions such as heat, cold, rain, ice, snow, wind, dust, dirt, biohazard fluids and other hazards may be present daily.

EQUIPMENT AND MATERIALS USED

Computer hardware and software, computer network, general office equipment, calculator, Code of Iowa, City of Clive Ordinances, telephone, mobile devices, fax machine, photo copier, car or light pickup, Automatic External Defibrillator (AED), Naloxone (Narcan) and Personal Protective Equipment (PPE).

The City of Clive retains the authority to change job duties included in this job description at any time. The list of duties is not exhaustive, and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.

Memo

TO: Mayor and Council members
FROM: Matthew Graham, City Clerk
DATE: June 25, 2026
RE: Approve Renewal - Property and Liability Insurance - ICAP - $530,411.00

SYNOPSIS:
FY27 ICAP Property & Liability Insurance Renewal

Over the past 15 years, the City's cost for property and liability insurance remained relatively stable at approximately $200,000 per year through FY21. Beginning in FY22, however, the municipal insurance market experienced a period of sharp annual increases driven by inflationary pressures, reinsurance costs, weather-related losses, and social inflation impacting liability claims.

Annual ICAP contribution changes have been as follows:
FY22: +27.4%
FY23: +17.4%
FY24: +16.1%
FY25: +39.7%
FY26: +3.8%
FY27: +5.7%

The City's FY27 ICAP renewal totals $530,411, compared to $501,796 in FY26.

While the increase is notable, staff believes the FY27 renewal remains relatively favorable given current conditions within the municipal insurance market and the City's overall risk profile.

Deductible Review & Optional Coverage Considerations

As in prior years, staff reviewed available deductible and coverage options to determine whether premium savings justified additional retained risk exposure.

ICAP provided the following optional alternatives for FY27:

Property Deductible Options:
- Maintain current $5,000 deductible → Base premium
- Increase to $10,000 deductible → Save $3,676 annually
- Increase to $15,000 deductible → Save $10,431 annually

Cyber Liability Options:
- Maintain current $2 million Cyber Liability limit → Base premium
- Increase Cyber Liability limit to $3 million → Additional $6,102 annually

Staff reviewed these options in conjunction with the City's recent claims experience and overall risk profile. The available property deductible savings were determined to be relatively modest compared to the increased out-of-pocket exposure the City would assume for future property losses. Given the City's extensive inventory of facilities, parks infrastructure, aquatic facilities,

and public improvements, staff believes maintaining the current $5,000 property deductible remains the most prudent approach.

With respect to Cyber Liability coverage, staff recognizes the continued growth in cyber-related risks facing municipalities. However, staff believes the current $2 million Cyber Liability limit remains appropriate given the City's current operational profile, internal controls, and budget considerations.

Market Trends & Contributing Factors

The continued increase in insurance costs remains driven by several broader market conditions, including:
- Rising replacement costs and insured property valuations
- Continued scrutiny by reinsurance carriers across the municipal insurance marketplace
- Increased construction costs and greater frequency and severity of weather-related losses nationwide
- Increasing frequency and severity of liability claims
- Increasing liability exposure associated with auto liability, law enforcement and public officials coverage
- Ongoing social inflation impacting the frequency and severity of liability claims
- Continued escalation in vehicle replacement and repair costs

Although total insured values remained relatively stable overall for FY27, premiums continued to increase due to ongoing market pressures and the transition of several projects from builders risk coverage into permanent scheduled property coverage.

For FY27:
- Property insured values total approximately $83.7 million
- Vehicle insured values total approximately $8.36 million

This compares to approximately $84.3 million in property values and $8.46 million in vehicle values during FY26. FY27 also reflects the transition of several Greenbelt Landing improvements from builders risk coverage into the City's permanent property schedule.

Staff Recommendation

Staff recommends approval of the FY27 ICAP Property & Liability Insurance renewal in the amount of $530,411, with the following deductible and coverage selections:
- Maintain current property deductible
- Maintain current vehicle deductibles
- Maintain current $2 million Cyber Liability limit

Action Requested

Approval of the FY27 ICAP Property & Liability Insurance renewal in the amount of $530,411, with no changes to deductible or coverage selections.

Attachments:
1. F726_27 Anniv Invoice Packet

Memo

TO: Mayor and Council members
FROM: Pete De Kock, Assistant City Manager
DATE: June 25, 2026
RE: Resolution Approving Amendments to the Central Iowa Water Works 28E Agreement

SYNOPSIS:
On May 27, 2026, the Board of Trustees of Central Iowa Water Works ("CIWW") unanimously approved proposed amendments to the Central Iowa Water Works 28E/28F Agreement. Pursuant to Article XI, Section 3 of the Agreement, these amendments must now be submitted to each Member Agency for approval by resolution and written ballot before they can take effect. The proposed amendments revise four articles of the Agreement: Article VIII (Governing Board), Article IX (Officers of Board), Article X (Committees of Board), and Article XVII (CIWW Project Financing; Issuance of Bonds and Refunding Bonds). Collectively, the amendments streamline meeting notice and weighted-voting procedures, recognize the CIWW Treasurer officer position, establish two-year terms for committee chairs, revise the composition of the Finance & Audit Committee, and add a new section governing the allocation of CIWW tax-exempt bonds among Member Agencies for federal bank-qualified designation purposes.

A summary of the proposed changes and redlined version of the 28E/28F agreements are included in your packet, along with a letter from CIWW outlining the amendment process.

Staff recommends approval of the proposed amendments. If the Council approves the amendments, staff will take appropriate steps to formally notify CIWW.

Attachments:
1. Resolution Approving Changes to the Central Iowa Water Works 28E Agreement 6.22.26
2. Clive Letter and Ballot for CIWW Amendments
3. CIWW 28E Agreement Summary of Changes
4. 28E Redlined Changes Only

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENTS TO THE CENTRAL IOWA WATER WORKS 28E/28F AGREEMENT

WHEREAS, proposed amendments (the "Amendments") to the Central Iowa Water Works ("CIWW") 28E/28F Agreement filed April 11, 2024, with the Iowa Secretary of State as Filing Number M516883 (the "Agreement") and corresponding explanation of the changes, both attached hereto, have been approved by the CIWW Board of Trustees;

WHEREAS, the Amendments are intended to clarify and refine provisions within the Agreement and support the ongoing governance and operations of CIWW;

WHEREAS, the City of Clive is a Member of CIWW; and

WHEREAS, for the Amendments to go into effect, Article XI of the Agreement requires each CIWW Member to confirm, adopt, and consent to the Amendments by resolution and return the attached ballot to CIWW.

NOW, THEREFORE IT IS HEREBY RESOLVED, that the City of Clive confirms, adopts, and consents to the CIWW Agreement Amendments and that the Amendments ballot shall be returned to CIWW indicating approval of the Amendments.

PASSED AND APPROVED this _____ day of June, 2026.

By: _____

John Edwards, Mayor

ATTEST:

By: _____

Matthew D. Graham, City Clerk

CENTRAL IOWA WATER WORKS

4601 Westown Pkwy, Suite 122
West Des Moines, IA 50266
email: info@ciww.gov

To: Pete De Kock, City of Clive
1900 NW 114th Street, Clive, IA 50325
pdekock@cityofclive.com

From: Central Iowa Water Works (CIWW)

Date: June 15, 2026

Re: Request for Approval of Proposed Amendments to the Central Iowa Water Works 28E/28F Agreement

Dear Mr. De Kock:

On May 27, 2026, the Board of Trustees of Central Iowa Water Works ("CIWW") unanimously approved proposed amendments to the Central Iowa Water Works 28E/28F Agreement filed April 11, 2024 with the Iowa Secretary of State as Filing Number M516883 (the "Agreement"). Pursuant to Article XI, Section 3 of the Agreement, these amendments must now be submitted to each Member Agency for approval by resolution and written ballot before they can take effect.

The proposed amendments revise four articles of the Agreement: Article VIII (Governing Board), Article IX (Officers of Board), Article X (Committees of Board), and Article XVII (CIWW Project Financing; Issuance of Bonds and Refunding Bonds). Collectively, the amendments streamline meeting notice and weighted-voting procedures, recognize the CIWW Treasurer officer position, establish two-year terms for committee chairs, revise the composition of the Finance & Audit Committee, and add a new section governing the allocation of CIWW tax-exempt bonds among Member Agencies for federal bank-qualified designation purposes.

Enclosed with this letter you will find the following documents for your review:

1. The full text of the proposed amendments (redlined version showing all changes);
2. An Explanation of Proposed Amendments;
3. Sample Resolution; and
4. A Member Agency Ballot form for your action.

I understand that the amendments will be considered at your meeting scheduled on **Thursday, June 25, 2026**. Pursuant to Article XI, Section 3 of the Agreement, the completed ballot and copy of the resolution must be returned to me within thirty-one (31) days from the date of receipt of this letter. Ballots must be returned to me by email to info@ciww.gov by **Thursday, July 16, 2026**.

The amendments require the unanimous approval of all Member Agencies before taking effect. If you have any questions regarding the proposed amendments or the approval process, please do not hesitate to contact Tami Madsen at tmadsen@ciww.gov.

Thank you for your prompt attention to this important matter.

Sincerely,

Diane Munns

Diane Munns,
CIWW Secretary

CENTRAL IOWA WATER WORKS

MEMBER AGENCY BALLOT

Proposed Amendments to the

Central Iowa Water Works 28E/28F Agreement

BALLOT FOR: City of Clive (the "Member Agency")

Pursuant to Article XI, Section 3 of the Central Iowa Water Works 28E/28F Agreement filed April 11, 2024 with the Iowa Secretary of State as Filing Number M516883 (the "Agreement"), the governing body of the Member Agency has considered the proposed amendments to the Agreement as approved by the CIWW Board of Trustees on May 27, 2026.

ACTION OF MEMBER AGENCY

☐ **APPROVED.** The governing body of the Member Agency approved the proposed amendments to the Agreement, attached to this ballot, on _____, 2026 by Resolution Number _____.

☐ **NOT APPROVED.** As of the date of certification below, the governing body of the Member Agency has not approved the proposed amendments to the Agreement.

CERTIFICATION

I, the undersigned, certify on _____, 2026, that I am a duly authorized representative of the Member Agency, that this Ballot accurately reflects the action (or inaction) indicated above and, if the governing body of the Member Agency approved the Agreement amendments, such action was duly taken at a meeting held in accordance with applicable law.

_____
Signature of Authorized Representative

_____
Printed Name

_____
Title

RETURN THIS BALLOT BY THURSDAY, JULY 16, 2026, TO: INFO@CIWW.GOV

Explanation of Proposed Amendments to CIWW 28E/28F Agreement

The proposed amendments to the Central Iowa Water Works 28E/28F Agreement (the "Agreement") revise four articles: Article VIII (Governing Board), Article IX (Officers of Board), Article X (Committees of Board), and Article XVII (CIWW Project Financing; Issuance of Bonds and Refunding Bonds). Collectively, the amendments streamline meeting notice and weighted-voting procedures, recognize the CIWW Treasurer officer position, establish two-year terms for committee chairs, revise the composition of the Finance & Audit Committee, and add a new section governing the allocation of CIWW tax-exempt bonds among Member Agencies for federal bank-qualified designation purposes.

Article VIII Governing Board. Three subsections of Article VIII are amended. First, Section 11(c), governing weighted voting, is revised to delete the requirement that matters eligible for a weighted vote be placed on the Board agenda with at least five days' advance written notice to all Trustees before the meeting at which action is taken. Second, the final sentence of Section 11(d) is deleted, which required that the agenda for any meeting where action would be taken on a weighted-vote item include a statement relating to the weighted-vote requirement. Third, Section 12(b), governing special meetings of the Board, is revised to delete the provision that notice of special meetings be given not less than five nor more than twenty days prior to the meeting date, and to replace it with a statement that all notices will comply with the open meeting law requirements of Iowa Code Section 21.4.

Article IX Officers of Board. Article IX is amended to recognize the CIWW Treasurer role, a position that is not included in the current Agreement. Section 1 (Number and Term) is revised to authorize the Board to designate a Treasurer. A new Section 7 (Treasurer) is added, indicating that the Treasurer duties and term length are to be determined by the Board, and that the Treasurer need not be a Trustee or representative of a CIWW Member Agency.

Article X Committees of Board. Article X is amended in several ways. Section 1(d) (Executive Committee) is revised to delete the requirement that Member Agencies be provided at least two days' advance notice of, and an agenda for, all meetings of the Executive Committee. Sections 2(c), 3(b), and 5(c) are revised to provide that committee chairs are elected for two-year terms for the Long Range Planning and Capital Improvements Committee, Finance and Audit Committee, and Technical Committee. Section 3(b) is also revised to add the Treasurer as a non-voting member of the committee, and allows the committee add other non-voting members.

Article XVII CIWW Project Financing; Issuance of Bonds and Refunding Bonds. A new Section 8 (Allocation of CIWW Tax-Exempt Bonds) is added to Article XVII. This section establishes the methodology by which CIWW tax-exempt bond issuances are allocated among Member Agencies for purposes of each Member Agency's eligibility to designate its own tax-exempt obligations as "bank qualified" under the applicable federal regulations.

PROPOSED AMENDMENTS TO
CENTRAL IOWA WATER WORKS 28E/28F AGREEMENT

Amend Article VIII, Section 11(c) (Weighted Voting by Board) as follows:

(c) ~~No action on any matter listed in Subsection (b) of this Section that is eligible for a request for weighted vote shall be considered by the Board at any meeting unless the matter is placed on the Agenda of the Board prior to the meeting and written notice of such agenda item is given at least five (5) days before the meeting to all Trustees.~~ A request for a weighted vote must be made by the requisite number of Trustees at any time before the vote on the matter that is the subject of such request. Upon any timely request, any Board action on such matter shall be suspended, and the Board will hold a weighted vote on the matter subject to such request at its next meeting. Notwithstanding the foregoing, action on any Emergency Member Agency Assessments may be taken immediately at the meeting when proposed provided any required notice thereof is given in writing to each Member Agency.

Amend Article VIII, Section 11(d) (Weighted Voting by Board) as follows:

(d) For purposes of weighted voting, the full voting power of the Board shall be proportionately allocated and assigned among the Trustees representing the Member Agencies, excluding any Additional Trustees, on the basis of the average of the Annual Demand as set forth in Schedule I-2, but excluding demand attributable to wholesale customers that continue to be served by DMWW under the Purchased Capacity Master Agreement, as updated for the immediately preceding five (5) full calendar years preceding the date of the vote. The allocation shall be recomputed when New Member Agencies are admitted, and shall be recomputed each year based upon the total Annual Demand of each Member Agency for the five (5) full calendar years preceding the vote. Votes representing a majority of the "weighted vote allocation" hereunder plus the votes of Trustees representing at least three (3) Member Agencies shall be required to approve Board actions subject to weighted voting under Subsection (b) of this Section. ~~The agenda for any meeting where action will be taken to approve item(s) subject to weighted vote shall include a statement relating to the weighted vote requirement for each such item.~~

Amend Article VIII, Section 12(b) (Meetings of Board) as follows:

(b) Special meetings of the Board, for any purpose or purposes consistent with this Agreement may be called by the Chair and shall be called by the Chair at the request of any two Member Agencies, consistent with the requirements of Section 21.4, Iowa Code. ~~The requirements of subsection (a) of this Section shall apply except that the notice of any special meeting shall be given not less than five (5) nor more than twenty (20) days prior to the date of the special meeting.~~

Amend Article IX, Section 1 (Number and Term) as follows:

The officers of the Board shall be the Chair, the Vice-Chair and the Secretary, each of whom shall be elected from among the members of the Board by vote of the Board at an Annual Meeting of the Board to serve for the following two calendar years. The Board may, at its option, designate a Third Party Financial Advisor as Treasurer, according to the terms of Section 7, Article IX. Each

of the officers, except for the Treasurer, shall be a representative of a different Member Agency. Officers, except for the Treasurer, shall be elected for a two-year term, with a possible second term available. Except for the Treasurer, iIn no event shall a person hold one specific officer position for more than two (2) consecutive terms. Provided, however, that an officer chosen to fill a vacancy shall be entitled to serve two (2) full consecutive terms after completion of the term filling the vacancy.

Amend Article IX, Section 5 (Election) as follows:

The Trustees serving on the Board shall elect the Board Officers. The Nominating Committee shall select and offer nominations for each office at the Board's Annual Meeting. Nominations for the officer positions shall also be accepted from the Trustees present at that Annual Meeting. All nominees, including those offered by the Nominating Committee, must receive a second for the nomination to be considered a candidate and voted on for said office. The requirements of this Section do not apply to the Treasurer.

Amend Article IX, Section 6 (Vacancy) as follows:

Each officer shall hold office until his or her successor has been elected. A vacancy in the office of Chair, Vice-Chair, or Secretary shall be filled by the Board for the unexpired portion of the term. The requirements of this Section do not apply to the Treasurer.

Add new Article IX, Section 7 (Treasurer) as follows:

Section 7. Treasurer. A Third Party Financial Advisor may, at the discretion of the Board, be designated as Treasurer, with duties and term length determined by the Board. The Treasurer need not be a Trustee or representative of a Member Agency.

Amend Article X, Section 1(d) (Executive Committee) as follows:

(d) The Executive Committee shall meet at the call of the Board Chair or at the request of the Executive Director to fulfill its purposes as set forth herein and such other duties as may be assigned to the Executive Committee by resolution of the Board. ~~Member Agencies shall all be provided at least two (2) days' advance notice of, and an Agenda for, all meetings of the Executive Committee.~~

Amend Article X, Section 2(c) (Long Range Planning and Capital Improvements Committee) as follows:

(c) The Long Range Planning and Capital Improvements Committee shall be chaired by a member of the Committee elected, for a two (2) year term, by the voting Members of the Committee. The Long Range Planning and Capital Improvements Committee shall meet in accordance with a meeting schedule approved by the Committee, at the call of the Chair of the Committee, or at the direction of the Board.

Amend Article X, Section 3(b) (Finance & Audit Committee) as follows:

(b) Members of the Finance & Audit Committee shall be appointed annually by the Board Chair at the Annual Meeting. The Membership of the Committee shall not equal or exceed the number constituting a quorum for the full Board. The Finance & Audit Committee shall include the Executive Director or his or her designee, the Treasurer, and other ~~contracted Third Party A~~advisors as determined by the Committee ~~of the Board~~, ~~neither~~ none of which will be a voting member of the Committee. The Finance & Audit Committee shall be chaired by a voting member of the Committee elected, for a two (2) year term, by vote of the voting members of the Committee.

Amend Article X, Section 5(c) (Technical Committee) as follows:

(c) The voting members of the Technical Committee shall elect a chair for a two (2) year term. The Technical Committee shall meet in accordance with a meeting schedule approved by the committee, at the call of the chair of the Committee, or at the direction of the Board.

Add new Article XVII, Section 8 (Allocation of CIWW Tax-Exempt Bonds) as follows:

Section 8. Allocation of CIWW Tax-Exempt Bonds. When CIWW issues tax-exempt Bonds, the federal regulations regarding the designation of tax-exempt obligations as qualified tax exempt obligations, also known as "bank qualified" obligations (the "BQ Regulations"), contain an allocation rule (the "BQ Allocation Rule") under which CIWW's Bonds may be allocated to the Member Agencies for purposes of each Member Agency's eligibility to designate its own tax-exempt obligations issued in the same calendar year as qualified tax exempt obligations, or "bank qualified" obligations. The Member Agencies agree that, for the foregoing purposes, when CIWW issues tax-exempt Bonds, the amount of the issuance shall be allocated to Member Agencies in each of the following circumstances as follows:

(a) Joint Capital Projects: Joint Capital Projects benefit all Member Agencies. The amount of CIWW tax-exempt Bonds issued for a Joint Capital Project shall be allocated to the Member Agencies proportionally based on each Member Agency's Allocated Capacity under Article V, Section 3, and Schedule V-3 (Capacity Allocations), at the time of issuance.

(b) Capacity Expansion Projects: Capacity Expansion Projects may benefit some or all Member Agencies. The amount of CIWW tax-exempt Bonds issued for a Capacity Expansion Project shall be allocated to the Member Agencies which participate in the issuance based on an adjusted Schedule IV-10, adjusted for those Member Agencies participating in the financing.

(c) Special Allocations: For any projects which are not a Joint Capital Project or a Capacity Expansion Project, the amount of CIWW tax-exempt Bonds issued for the project shall be allocated to the Member Agencies which participate in the issuance, based on the allocation of debt service to the participating Member Agencies under the applicable principles in Schedule IV-12.

(d) Specific Allocation Schedules: Anytime a specific allocation of project costs or debt service is determined by CIWW and the participating member Agencies in a manner not inconsistent with this Agreement, the amount of CIWW tax-exempt Bonds issued for the project shall be allocated to the Member Agencies which participate in the issuance, based on the specific allocation agreed upon prior to the issuance.

To the extent allowed under this Agreement, if a Member Agency contributes its own funds, whether cash on hand or self-financed by the Member Agency, to satisfy in full its economic obligation in connection with the financing of a CIWW project, such that the Member Agency does not benefit from the CIWW Bonds issued for such project, no allocation of the applicable CIWW Bonds shall be made to the Member Agency, and the CIWW Bonds shall be allocated proportionately to the applicable Member Agencies under the applicable allocation methodology.

The Member Agencies agree that, for each issuance of tax-exempt obligations by CIWW, as of the day before the date of issuance, the foregoing allocation method applicable to such issuance and the resulting allocation is irrevocable for purposes of the allocation of the amount of CIWW's tax-exempt Bonds to Member Agencies under the BQ Regulations and the Allocation Rule. Notwithstanding the foregoing, errors in the allocation calculations, and errors in the choice of allocation method, may be remedied within a reasonable period of time after discovery of any such error.

CIWW shall provide Member Agencies with preliminary allocations as soon as reasonably practicable, prior to the issuance of tax-exempt CIWW Bonds, and CIWW shall provide Member Agencies with final allocations as soon as possible after the final issue price of the Bonds is known. Member Agencies are responsible for their own determinations regarding the designation of their own tax-exempt obligations as bank qualified.

Legend:

~~Deleted text~~ — shown in red with strikethrough

Inserted text — shown in blue with underline

Memo

TO: Mayor and Council members
FROM: Richard Brown, Leisure Services Director
DATE: June 25, 2026
RE: Encroachment Policy Discussion

SYNOPSIS:
Based on the most recent discussion with the City Council, staff have crafted a more simplified version of an encroachment policy that addresses the City Council's comments about still allowing pre-existing encroachments through a simplified licensing process. Staff will outline the proposed policy and get input from the City Council about this revised policy. Following this discussion, staff will make edits to the policy, prepare recommendations for implementation and bring the policy for Council adoption later this summer.

Attachments:
1. Encroachment Policy
2. Encroachment Policy Presentation

Public Property Encroachment Policy

Approved: _____

Resolution: _____

1. PURPOSE AND INTENT

The City is committed to protecting public parkland and greenbelt property for public use, environmental stewardship, and long-term community benefit. The City also recognizes that some private encroachments have existed for many years, were often installed by prior property owners, and may not pose immediate harm to the public interest.

The purpose of this policy is to:

- Prohibit unauthorized private use of City-owned non-ROW property by adjacent property owners.
- Establish a simple, fair, and consistent framework for addressing existing encroachments.
- Limit the depth of any encroachment into City property and clearly identify what may and may not be placed there.
- Protect public access, environmental resources, and the City from liability.

2. APPLICABILITY

This policy applies to all City-owned parkland, greenbelts, open space, natural areas, and trail corridors, whether improved or unimproved. It applies to all private encroachments, including but not limited to:

- Mowing or maintaining natural areas
- Landscaping (planting beds, trees, shrubs)
- Retaining walls, edging, or hardscape
- Fire pits or outdoor amenities
- Stone or paved paths
- Fencing or screening
- Sheds or accessory structures
- Any other private improvement, structure, or use located on City-owned property.

3. DEFINITION OF ENCROACHMENT

An encroachment is any private use, structure, improvement, alteration, or maintenance activity located wholly or partially on City-owned non-ROW property, regardless of whether it was installed intentionally, inadvertently, or by a previous property owner.

4. GENERAL PROHIBITION

Private encroachments on City-owned park and greenbelt property are prohibited except as expressly authorized in writing by the City under this policy. No new encroachments created or enhanced after the adoption date of this policy are eligible for authorization.

Nothing in this policy shall be interpreted as granting any ownership interest, easement, adverse possession, or other property right in City-owned land.

5. AUTHORIZATION TOOL — REVOCABLE LICENSE

Authorized encroachments shall be permitted only through a Revocable Encroachment License. Such licenses:

- Are revocable by the City at any time, with or without cause.
- Do not convey any permanent or vested property right.
- Require the property owner to maintain the encroachment in a safe and orderly condition.
- Require removal and site restoration upon revocation, expiration, or destruction of the encroachment for any reason.
- May include insurance, indemnification, and cost-recovery provisions.
- Are non-transferable and automatically terminate upon sale or transfer of the private property, redevelopment, or issuance of a building or site permit affecting the encroachment area.

6. ENCROACHMENT CATEGORIES

All authorized encroachments must fall into one of the two categories below. No encroachment may extend more than twenty (20) feet past the private property line into City-owned property under any circumstance.

6.1 Category A — 0 to 5 Feet

Encroachments that extend up to five (5) feet past the private property line.

Permitted within Category A:

- Landscaping, mowing, planting beds, and decorative features.
- Retaining walls, edging, hardscape, and paths.
- Permanent structures, including sheds and accessory structures.
- Fences or screening, including fences that enclose the encroachment area into the property owner's yard.

An encroachment that is limited to mowing only would not be subject to annual license fee.

6.2 Category B — More Than 5 Feet, Up to 20 Feet

Encroachments that extend more than five (5) feet but no more than twenty (20) feet past the private property line.

Permitted within Category B:

- Landscaping, mowing, planting beds, and decorative features.
- Low retaining walls, edging, and non-structural hardscape.

Not permitted within Category B:

- Permanent structures of any kind, including sheds and accessory buildings.
- Fences or screening that enclose City-owned property into the property owner's yard or otherwise restrict public access.

- Fire pits or other permanent outdoor amenities.

6.3 Encroachments Beyond 20 Feet

Encroachments that extend more than twenty (20) feet past the private property line are not eligible for authorization. Such encroachments shall be reduced to within the 20-foot limit and brought into compliance with Category A or Category B, or removed entirely, within twelve (12) months of notice from the City.

7. LEGACY (PRE-EXISTING) ENCROACHMENTS

Encroachments that existed prior to the adoption of this policy may be considered for authorization under a Revocable Encroachment License if they meet the standards for Category A or Category B. Encroachments that exceed twenty (20) feet, or that include features not permitted in their depth category, must be reduced or modified to comply within twelve (12) months of notice from the City.

The City may require modification, partial removal, mitigation measures, or phased compliance as a condition of authorization.

8. ANNUAL ENCROACHMENT LICENSE FEES

The following annual fees apply to encroachments authorized under this policy. Encroachments that enclose City property into private use carry a higher fee because they remove the land from any public benefit.

Encroachment Category	Annual Fee
Category A — Enclosed (0–5 ft with shed, fence enclosing City land, or other permanent structure)	$1,000
Category A — Non-enclosed (0–5 ft, landscaping or non-enclosing features only)	$400
Category B (more than 5 ft, up to 20 ft, no structures or enclosing fences)	$1,000

9. ENFORCEMENT AND REMOVAL

Encroachments not authorized under this policy are subject to removal at the property owner's expense. The City may establish reasonable timelines for compliance, considering the nature of the encroachment and potential hardship, provided that public interests are not compromised.

Property owners that are non-compliant with required removals will be handled as a nuisance under the City Code and subject to enforcement penalties laid out under Chapter 5 of the City Code.

10. APPEALS

The City may establish an administrative appeal process allowing property owners to appeal encroachment determinations to a designated City official or body.

11. NO WAIVER OF RIGHTS

The City's decision to allow an encroachment to remain temporarily shall not be interpreted as a waiver of its right to require removal at any time in the future.

12. EFFECTIVE DATE

This policy shall take effect on _____, and may be amended or repealed by the City Council at any time.

APPENDIX A — ENCROACHMENT DECISION MATRIX

This matrix is intended to guide consistent, transparent evaluation of private encroachments into City-owned non-ROW property. It should be used together with Sections 6 and 7 of this policy and does not create a property right or permanent authorization.

Step 1 — Measure the Encroachment Depth

Depth into City Property	Category	Action
0 to 5 feet	Category A	Eligible — structures and enclosing fences allowed
More than 5 ft, up to 20 ft	Category B	Eligible — no structures or enclosing fences
More than 20 feet	Not Allowed	Reduce to 20 ft or remove within 12 months of notice

Step 2 — Confirm Allowed Features for the Category

Feature	Category A (0–5 ft)	Category B (5–20 ft)
Mowing / turf extension	Allowed	Allowed
Landscaping / planting beds	Allowed	Allowed
Decorative paths, edging, low retaining walls	Allowed	Allowed
Sheds and other permanent structures	Allowed	Not Allowed
Fencing that encloses City property into private yard (If already existing, no new enclosures allowed)	Allowed	Not Allowed
Fire pits / permanent outdoor amenities	Allowed	Not Allowed

Step 3 — License Conditions (Apply to All Approvals)

- Revocable license; no property interest conveyed.
- Non-transferable; expires upon sale or transfer of the private property.
- Compliance triggered by sale, redevelopment, destruction, permit issuance, or City project.
- No expansion or intensification of the encroachment is permitted.
- Owner is responsible for upkeep, maintenance, and liability.
- Property owner must carry insurance covering the City-owned property subject to the license.
- Annual license fee is due each year per the fee schedule in Section 8.

Step 4 — Final Determination

Outcome	Description
Approved	Meets depth limit and feature limits for its category.
Approved with Conditions	Minor modifications required to fit category limits.
Not Allowed	Exceeds 20 ft, or includes features not allowed in its depth category. Reduction or removal required within 12 months.

Encroachment Policy Discussion

Clive City Council

June 25, 2026

What is an encroachment?

An encroachment is any private use, structure, improvement, alteration, or maintenance activity located wholly or partially on City-owned non-ROW property, regardless of whether it was installed intentionally, inadvertently, or by a previous property owner.

The purpose of this policy is to:

- Prohibit unauthorized private use of City-owned non-ROW property by adjacent property owners.
- Establish a simple, fair, and consistent framework for addressing existing encroachments.
- Limit the depth of any encroachment into City property and clearly identify what may and may not be placed there.
- Protect public access, environmental resources, and the City from liability.

Authorization Tool – Revocable Lincese

Authorized encroachments shall be permitted only through a Revocable Encroachment License. Such licenses:

- Are revocable by the City at any time, with or without cause.
- Do not convey any permanent or vested property right.
- Require the property owner to maintain the encroachment in a safe and orderly condition.
- Require removal and site restoration upon revocation, expiration, or destruction of the encroachment for any reason.
- May include insurance, indemnification, and cost-recovery provisions.
- Are non-transferable and automatically terminate upon sale or transfer of the private property, redevelopment, or issuance of a building or site permit affecting the encroachment area.

Encroachment Categories

- Category A – 0 to 5 feet
- Category B — More Than 5 Feet, Up to 20 Feet
- Encroachments Beyond 20 Feet

Category A

- Encroachments that extend up to five (5) feet past the private property line.
- Permitted within Category A:
  - Landscaping, mowing, planting beds, and decorative features.
  - Retaining walls, edging, hardscape, and paths.
  - Permanent structures, including sheds and accessory structures.
  - Fences or screening, including fences that enclose the encroachment area into the property owner's yard.
- An encroachment that is limited to mowing only would not be subject to annual license fee.

Category B

- Encroachments that extend more than five (5) feet but no more than twenty (20) feet past the private property line.
- Permitted within Category B:
  - Landscaping, mowing, planting beds, and decorative features.
  - Low retaining walls, edging, and non-structural hardscape.
- Not permitted within Category B:
  - Permanent structures of any kind, including sheds and accessory buildings.
  - Fences or screening that enclose City-owned property into the property owner's yard or otherwise restrict public access

Encroachments Beyond 20 Feet

- Encroachments that extend more than twenty (20) feet past the private property line are not eligible for authorization. Such encroachments shall be reduced to within the 20-foot limit and brought into compliance with Category A or Category B, or removed entirely, within twelve (12) months of notice from the City.

Proposed License Fees

Encroachment Category	Annual Fee
Category A — Enclosed (0–5 ft with shed, fence enclosing City land, or other permanent structure)	$1,000
Category A — Non-enclosed (0–5 ft, landscaping or non-enclosing features only)	$400
Category B (more than 5 ft, up to 20 ft, no structures or enclosing fences)	$1,000

Scenario 1 – Cedar Crest Lane

- Multiple encroachments beyond 20ft
- License for encroachment up to 20ft
- Remove remaining encroachment beyond 20ft
- $1,000 license fee



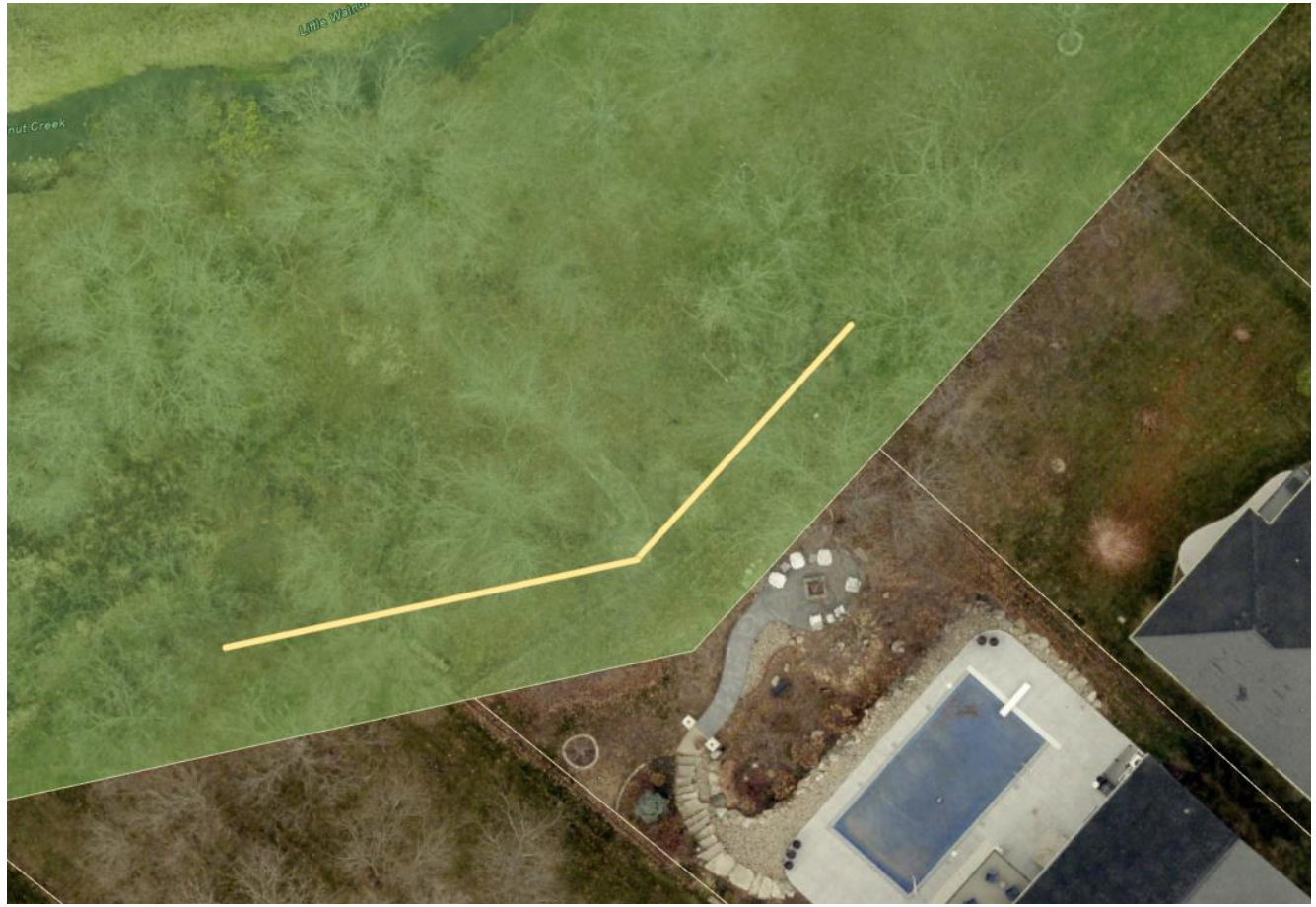
Scenario 2 – Woodcrest Drive

- Multiple encroachments beyond 20ft
- Mainly mowing and landscaping
- License for encroachment up to 20ft
- Stop mowing beyond 20ft
- $1,000 license fee



Scenario – NE Badger Lane (Waukee)

- Encroachments beyond 20 ft
- Fenced yard beyond 5ft
- License for encroachment up to 20ft
- Encroachments beyond 20 ft removed
- $1,000 license fee



Scenario 4 – NW 172nd Ct

- Fire pit and landscape area less than 20ft
- License for encroachment up to 20 ft
- $1,000 license fee



Scenario 5 – Valleyview Drive

- Multiple mowing encroachments
- Less than 5ft – No license fee
- More than 5 ft - $1,000 license fee



Next Steps

- Edit policy based on City Council feedback
- Prepare implementation framework based on staff workloads
- Parks, Recreation and Public Art Board consideration of policy
- City Council consideration of policy

Memo

TO: Mayor and Council members
FROM: Richard Brown, Leisure Services Director
DATE: June 25, 2026
RE: Greenbelt Landing Ribbon Cutting and Clive Festival Update

SYNOPSIS:
Construction on Greenbelt Landing is expected to wrap up the week of June 29th and staff is preparing for the upcoming 50th Clive Festival and the Ribbon Cutting for the Greenbelt Landing project. The ribbon cutting is planned for Friday, July 17th at 4:15pm with Clive Festival starting immediately after the ribbon cutting. Staff will provide an update on the ribbon cutting event and the Clive Festival weekend schedule.

Attachments:
None